

Charleston County Park and Recreation Commission Interview Standards:

Topic Area	Questions you <u>should NOT ask.</u>	Questions you <u>MAY ask.</u>
Family Status	What is your maiden name? Name, address, and relationship of emergency contact. Number of children, plan to be married? Spouse's occupation? Intend to have kids? Who cares for your kids while you work?	Name and number of an emergency contact. Is there any reason you could NOT follow our work schedule?
Age	Date of birth, Date of graduation from high school? How old are you?	Are you at least 16? Are you at least 18? If hired can you prove your age?
Residence	What are the names / relationships of those with whom you live? Do you own your home, car, etc..	What is your address? How long have you lived there?
Criminal Record	Have you ever been arrested? Arrest record? Been on probation in high school?	Have you ever been CONVICTED of a crime?
Ability to speak foreign languages	What is the origin of your name? What country are you from?	Do you speak any foreign languages that may be pertinent to this job?
Citizenship	Are you a US citizen?	Do you have a legal right to work in the US? If you are hired will you be able to provide proof of your legal right to work?
Education	When did you graduate from high school? Is that a church-affiliated school?	Where did you go to school? Did you graduate from high school? What were your best subjects, etc?
Religion	Anything at all you ask here can be TROUBLE!	Inform person of the work schedule and ask if they will be able to conform to that schedule
Experience	What are your hobbies?	Tell me about your work experience. Why did you leave each job? What is your salary history?
Gender	Are you a man or a woman?	NOTHING is appropriate – unless you can demonstrate that <u>gender</u> is a Bona Fide Occupational Qualification.
Race	What is your race?	NOTHING is appropriate to ask.
Disabilities	Do you have any physical defects? What is the color of your hair, eyes, etc.? When was your last physical?	Are you able to perform the essential functions of this position with or without accommodations?
Military Record	What type of discharge did you receive?	Did you have any military experience or training that is relevant to this job?