Illegal Interview Questions

Camtasia video storyboard

by : Dian Dewi

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Introduction

Purpose:
This video is an insert to the Hiring Strategy Course, but it can also be used as a microlearning video. The goal of this video is to teach HR interviewers and hiring managers illegal interview questions.

Target audience: HR interviewers and hiring managers.

Deliverable: 1 Camtasia video, approximately 2.5-3 minutes in length.

Video outline:

1. Introduction to the illegal interview questions.
2. Seven illegal interview questions.
3. Exception to illegal interview questions.
4. Gray areas to ask at an interview.
5. Conclusion.

Narration with background music will be used throughout

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1. Title slide (no voice-over)

2. Not sure what questions shouldn't be asked in an interview? Don't know the illegal employment questions from the legal questions? The last thing you want in an interview is to make candidates uncomfortable. If you know the inappropriate interview questions, you'll ask the legal ones confidently.
   i.
3. There are dozens of questions you cannot ask in an interview, and hundreds more you can. Generally it comes down to intent. If the question could be a discrimination tool, it's out.

4. So. Which is which.

5. It is illegal to ask a candidate questions about their age. This includes questions asking when a candidate graduated from highschool, because it can show their age. You can only ask age if the position is forbidden for those below a certain age.

6. In addition, you also cannot ask about the candidate's birthplace, country of origin or citizenship. You can only ask questions like: Are you legally allowed to work in the US, or Can you read, write, and speak in English? Employers can ask about other languages and citizenship if it's a job requirement.

7. Most inquiries about disabilities and medical conditions count as illegal interview questions. Employers are only allowed to ask, "Can you do the job?"

8. If the applicant's gender is an occupational qualification, it can be asked about. Otherwise, these are questions you cannot ask in an interview as an employer:

9. Questions about pregnancy, plans for family, children, and child care are illegal job interview questions. Employers are only allowed to ask, "Can you do the job?"

10. Similarly, race and ethnicity cannot be asked in an interview.

11. Finally, inquiries about religion are off limits. Only religious organizations can ask about the candidate's religious background

12. Sometimes the government requires employers to ask about race, age, and other details. That can be for census data or affirmative action programs, but when these are asked, candidates can refuse to answer these questions.

13. There are also some gray questions to ask at an interview. They are gray because asking these can reveal race, age, religion, and so forth. For example: height, financial status , affiliation to non professional organization, and other personal info. But employers can ask questions to

ascertain that candidates can do the job, for instance: can you travel, can you work at night, can you lift a certain weight, do you have reliable transportation, and so forth.

14. All in all, the rules regarding whether a question is illegal or legal boil down to this. Do not ask discriminating questions and do not discriminate.

15. Thank you scene. Music fades out. No voice-over.

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Storyboard

1. Introduction to illegal interview questions		
Scene	**Audio**	**Actions, images, on-screen texts (OT) & notes**
Scene 1	*Music background starts. Fade it out for background at scene 2. Music background is used throughout the video.*	Bring in an interview video with transition at the beginning. OT: Illegal Interview Questions
Scene 2	[1]Not sure what questions shouldn't be asked in an interview? Don't know the illegal employment questions from the legal questions? [2]The last thing you want in an interview is to make candidates uncomfortable. If you know the inappropriate interview questions, you'll ask the legal ones confidently.	Bring in two videos: [1] Video of a curious person or a thinking person. Images: bring out 'x' and 'v (check)' icons to coincide with the narration. [2] Interview video
Scene 3	[1]There are dozens of questions you cannot ask in an interview, and hundreds more you can. [2] Generally it comes down to intent. If the question could be a [3]discrimination tool, it's out.	[1]Video with question theme (can be a video of question marks, or a video of somebody asking, etc). Remove video at [2] [2]Bring in any suitable stock image as a background. Bring out OT: No discriminating questions. [3] Wipe out the OT.

2. Illegal interview questions		
Scene	**Audio**	**Actions, images, on-screen texts (OT) & notes**

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Scene 4	So, which is which?	Background photo. OT: Seven Illegal Interview Questions. Zoom in on the OT at the end of the scene.
Scene 5	[1]It is illegal to ask a candidate questions about their age. [2]This includes questions asking when a candidate graduated from highschool, because it can show their age. [3] You can only ask age if the position is forbidden for those below a certain age.	[1] Video with age theme, for instance: a birthday cake video, number video, etc. OT: Illegal Question 1.Age At [2] remove the OT and the video. [2] High school video. At [3] remove this video [3] Video of a bar. OT: Exception: if a job is forbidden for those below a certain age.
Scene 6	[1]In addition, you also cannot ask about the candidate's birthplace, country of origin or citizenship. You can only ask questions like: Are you legally allowed to work in the US, or [2]Can you read, write, and speak in English? Employers can ask about other languages and citizenship if it's a job requirement.	[1] Video with a map or globe theme. OT: Illegal Question 2.Birthplace, country of origin & citizenship NOTE: Make the OT consistent with the one at scene 5[1] At [2] remove the OT and the above video. [2]Video of an ethnically-looking person talking in a job setting.
Scene 7	Most inquiries about disabilities and medical conditions count as illegal interview questions. Employers are only allowed to ask, "Can you do the job?"	[1] Video of a disabled person in a job setting. OT: Illegal Question 3.Disability and medical condition NOTE: Make the OT consistent with the one at scene 5[1]
Scene 8	If the applicant's gender is an occupational qualification, it can be asked about. Otherwise, these are questions you cannot ask in an interview as an employer:	[1] Video with gender theme. OT: Illegal Question 4.Gender and sexual orientation NOTE: Make the OT consistent with the one at scene 5[1]

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Scene 9	Questions about pregnancy, plans for family, children, and child care are illegal job interview questions. Employers are only allowed to ask, "Can you do the job?	[1] Video with family theme. OT: Illegal Question 5.Pregnancy, family, & child care. NOTE: Make the OT consistent with the one at scene 5[1]
Scene 10	Similarly, race and ethnicity cannot be asked in an interview.	[1] Video with diversity theme. OT: Illegal Question 6.Race & ethnicity NOTE: Make the OT consistent with the one at scene 5[1]
Scene 11	[1]Finally, Inquiries about religion are off limits. [2]Only religious organizations can ask about the candidate's religious background.	Bring in two videos with religious themes at [1] and [2] OT: Illegal Question 7.Religion. NOTE: Make the OT consistent with the one at scene 5[1]

3. Exception to illegal interview questions		
Scene	**Audio**	**Notes**
Scene 12	Sometimes the government requires employers to ask about race, age, and other details. [1]That can be for census data or affirmative action programs, but when these are asked, candidates can refuse to answer these questions.	Video with theme consistent with the narration (e.g. government building, surveying people, etc) [1]OT: Exception: if required for census data or affirmative action programs.

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4. Gray areas to ask at an interview		
Scene	**Audio**	**Notes**
Scene 13	[1]There are also some gray questions to ask at an interview. [2]They are gray because asking these can reveal race, age, religion, and so forth. For example: height, financial status , affiliation to non professional organization, and other personal info. [3] But employers can ask questions to ascertain that candidates can do the job, for instance: can you travel, can you work at night, can you lift a certain weight, do you have reliable transportation, and so forth.	[1] Interview video [2]Bring in OT: Beware of gray questions. At [3], remove OT and the above video. [3] Another Interview video.

5. Conclusion		
Scene	**Audio**	**Notes**
Scene 14	[1]All in all, the rules regarding whether a question is illegal or legal boil down to this. [2]Do not ask discriminating questions and do not discriminate.	[1]Video of a presenter. [2] Bring in OT: Do not ask discriminating questions. Do not discriminate.
Scene 15	*Background music fading out.*	Video of a handshake. After 2 seconds or so, bring in OT: Thank you for watching.

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