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Job Interviews 101

The ADA prohibits discrimination against employees and job applicants who have physical or mental impairments that substantially limit major life activities such as walking, sitting, reading, seeing and communicating.

Questions Not Allowed

- How many sick days did you take last year?
- Have you ever been injured on the job or filed a Worker's Compensation claim?
- Do you have _____? (i.e. Spina Bifida, Cerebral Palsy etc.)
- Have you ever been treated for alcohol or drug addiction?
- Have you been treated for a mental illness?
- Do you have a disability that would affect your job performance?
- What kind of prescription drugs do you take?

Allowable Questions

- Can you perform the job with or without reasonable accommodations?
- Please describe or demonstrate how you would perform essential functions of this job?
- Can you meet the attendance requirements?
- Do you think you handle stress well?
- Do you use illegal drugs?

Questions Not Disability Related, But Not Allowed

- Are you married?
- Your age or genetic information
- What religion are you?

- What nationality, race, color, sex, gender identity, or sexual orientation are you?
- Citizenship
- How many children do you have?

Now that you know what is and what is not allowed to be asked in an interview let's talk about the actual interview and what type of questions you can expect so you're prepared to land your dream job!

Questions You'll Be Asked

- Tell me about yourself
- What are your strengths?
- What are your weaknesses?
- Why do you want this job?
- Where would you like to be in your career five years from now?
- What's your ideal company?
- What attracted you to this company?
- Why should we hire you?

At the end of the interview you'll be given the opportunity to ask questions about the job.

Questions you should NOT ask

- Can I do this job from home?
- What does your company do?
- When can I take time off for vacation?
- Did I get the job?
- What is the salary for this position?
- How many hours will I be expected to work each week?
- How long would I have to wait to get promoted?
- What type of health insurance does this company offer?
- Can I see the break room?
- How long is lunch?
- How late can I be before getting fired?
- Can I bring my dog to work?
- Will I have to take a drug test?

- Do you monitor internet usage?
- How many warnings do I get before getting fired?

Questions you SHOULD ask

- Do you offer benefits?
- What is the dress code?
- When do you plan on making a decision?
- Is the position full time or part time?