

## **Appropriate Interview Questions at the Rudolf Steiner School of Ann Arbor**

As a member of a Hiring Team you agree to abide by the following guidelines:

- A. Questions about the candidate's experience, education, and ideas about how they will apply their particular skills and gifts at the school are all appropriate and should be included in each interview situation.
- B. Questions that are illegal under U.S. law will not be asked – either directly or obliquely in any interview or hiring situation. This includes any questions related to a candidate's:
  - Age
  - Race, ethnicity or color
  - Gender or sex
  - Country of national origin or birth place
  - Religion
  - Disability
  - Marital or family status or pregnancy
- C. Questions that are not illegal under U.S. law but that we have agreed not to ask – either directly or obliquely in any interview or hiring situation - are any questions that related to a candidate's
  - Sexual orientation
  - Gender identity
  - Level of family responsibility
  - Financial status or employment status of others in the family
- D. Before each interview process or step a set of questions will be prepared to ensure that there are starting places for the conversation and that the interview does not become an informal chat, in which inappropriate questions can be inadvertently asked.
- E. The Hiring Team will make every reasonable effort to ask the same or similar questions in each separate candidate process to allow a true comparison between candidates to occur. This does not preclude asking individual follow up and deeper exploration questions based on the initial answers from the candidate.
- F. Candidates will not be asked to share their personal biography in any hiring conversation (whether in the hiring team or the College). However, they absolutely can be asked to share their professional biography in such conversations.
- G. If personal information related to the items under B. or C. are shared by the candidate during the interview process (for instance a candidate mentions his or her children or partner/spouse) it will not be further explored by the Hiring Team and will not be used in the decision making on the candidate.