



# VCU Equity and Access Services

## Guidelines for Lawful Interviewing

VCU is committed to providing an environment that emphasizes the dignity and value of every member of its community and that is free from any form of discrimination. VCU prohibits discrimination in employment on the basis of race, color, religion, national or ethnic origin, age, sex, pregnancy, political affiliation, veteran status, family medical and genetic information, sexual orientation, gender identity, gender expression, or disability

Employment practices that treat applicants differently based on membership in these protected classes or protected characteristics are discriminatory. These behaviors are harmful to the well-being of our community members, the learning/working environment, and collegial relationships among our students, faculty, and staff and violate policy and law.

**Assessment of job applicants must be based on the knowledge, skills, and abilities necessary to perform the functions of the position.** Accordingly, interview questions must be related to assessment of applicants' knowledge, skills, and abilities for the position and must be applied in a consistent and standardized manner for all applicants.

### Do not ask questions related to:

- Sex, Gender, or Sexual Orientation, including:
  - Marital status
  - Children
  - Pregnancy
- Race/Color
- Religion
- Political Affiliation
- National Origin
  - Legally, you may advise applicants that proof of eligibility to work in the United States must be provided after an employment offer is made.
- Age
  - The Age Discrimination in Employment Act (ADEA) prohibits discrimination against individuals forty (40) years old and older.
- Arrest and Conviction Records
  - The university requires all new employees to submit to a conviction record check after an employment offer has been made and accepted.
- Disability Status or Genetic Information
  - You may ask if the applicant can perform the required duties of the position with or without a reasonable accommodation
  - Any requests for accommodations during the interview process should be brought to the university Americans with Disabilities Act Coordinator at (804) 828-8532 or [ADAservices@vcu.edu](mailto:ADAservices@vcu.edu)
  - Medical examinations are not allowed prior to employment.
- Veteran Status
  - Do not ask questions about the applicant's time in the military that are unrelated to the qualifications for the position.

Equity and Access Services – 1001 Grove Ave – Richmond, VA 23284-2549  
(804) 828-1347 - Voice/TTY (804) 828-1420 – [equity@vcu.edu](mailto:equity@vcu.edu) – [equity.vcu.edu](http://equity.vcu.edu)