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 origin (including ethnicity), age, sex (including pregnancy, childbirth and related medical conditions), parenting status, marital status, political affiliation, veteran status, genetic information (including family medical history), sexual orientation, gender identity, gender expression, or disability.

Employment practices that treat applicants differently based on these protected identities 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 or Color
- Religion
- Political Affiliation
- National Origin or Ethnicity
  - 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.
- 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) 828-8058 or ADAservices@vcu.edu
  - Medical examinations are not permitted 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.