

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 unlawful discrimination and is an equal opportunity employer. Please review these resources for additional details:

- [VCU Notice of Non-Discrimination](#)
- [VCU Preventing and Responding to Discrimination Policy](#)

Assessment of job applicants must be based on the knowledge, skills, and abilities necessary to perform the functions of the position. **Accordingly, interview participants must refrain from asking questions that seek information not directly relevant to the advertised position or to the knowledge, skills, and abilities necessary for the position. Additionally, all interview questions must be applied in a consistent and standardized manner for all applicants.**

Search committee members, hiring managers, and other stakeholders connected with recruitment processes may not ask questions related to the following topics. (***This includes informal conversations with candidates during the search process, such as when transporting a candidate to interview events or having a meal with them**)

- Marital status
- Children
- Pregnancy
- Sex, Gender, or Sexual Orientation
- 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
- 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 VCU Human Resources at (804) 828-0177 (Voice), (800) 828-1120 (TDD) or askhr@vcu.edu.
- Veteran Status
 - Do not ask questions about the applicant's time in the military that are unrelated to the qualifications for the position.