

COMPLETED SEARCHES

Engineering Director
Power Controls Industry

Marketing Director
Medical Products

Audit Manager
National CPA Firm

IT Director
Automotive Products Manufacturer

Human Resources Director
Capital Equipment Manufacturer

VP Business Development
Communications Products

Marketing Financial Analyst
Construction Products Industry

Regional Sales Manager
Engineered Products

Divisional Controller
Motion Controls Manufacturer

Distribution Center Manager
Health Products Industry

DID YOU KNOW?

In Maine there is one black bear for every 44 residents?

Average starting salary for 2013 college graduates was \$45,327?

That emerging economies (e.g. China, India, Russia) grew 6% annually since 2000?

There are 5.2 million American Indians and Alaska Natives as of 1/1/13?

The median weekly earnings for full time workers in the 3Q/2013 was \$771?

The average person's skin weighs twice as much as the brain?

Canada has more lakes than the rest of the world combined?

Questions Not To Be Asked

Businesses are hiring due to growth, change, and pending retirements. There are many hiring authorities that do not know what questions can not be asked. In general, most hiring authorities know that attempting to gather information on an applicant's age, race, national origin, gender, religion, marital status and sexual orientation are off-limits because laws, both state and federal, protect the candidate from potential job discrimination. Here are 10 other questions that are off limits and bias:

- Are you married? Lets employer know marital status and sexual orientation.
- Do you have children? Casts concerns on availability to work or travel. If there are concerns on availability, hiring authority can state when an employee needs to be available and ask if that is doable?
- Have you ever been arrested? Arrested may be a bias; hiring authorities can ask if you have ever been convicted of a crime. If someone was convicted for money laundering, then they would not a strong candidate for a treasury or cash management role.
- What religious holidays do you practice? Anything about religion is illegal; if a role requires that a candidate might have to work on Saturday or Sunday, then state your policy and ask if working weekends is an issue?
- What country are you from? This may seem like an innocent question, but it's illegal because you are probing about national origin. Employers can ask if you are authorized to work in a certain country.
- Is English your first language? It is not the employers' lawful right to know whether a language is your first language. You can ask what languages skills beyond English can you read, speak or write.
- Do you have any outstanding debt? Employers must have permission to asking about credit history. It can not disqualify you unless it directly affects your ability to perform the position you're interviewing for.
- Employers can not ask do you socially drink or when was the last time you used illegal drugs? Asking about drinking habits violates the Americans with Disabilities Act of 1990. It is illegal to ask about past drug addiction although current use of drug is not protected under ADA. An employer may ask you: "Do you currently use illegal drugs?" or "What illegal drugs have you used in the past six months?"
- How long have you been working or what year did you graduate? This allows employers to guess an age, which is unlawful. An employer can ask how long you've been working in a certain industry.
- What type of discharge did you receive in the military? The government protects military personnel on types of discharges. An interviewer can ask what type of education, training or work experience you've received while in the military.