Appendix E-Interview Questions: Dos and Don’ts

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| **INTERVIEW QUESTIONS THAT CAN BE ASKED** | **INTERVIEW QUESTIONS THAT CANNOT BE ASKED** |
| **I. General Questions**   * Tell me about yourself. * What is (are) your greatest strength(s) and weakness(es)? * Tell me about your interests. * What do you see yourself doing in five years? * Can you meet the attendance expectations? | **I. General Questions**   * Tell me about your disability. * Tell me about your health and medical history. * Describe any physical problems, mental problems and/or disabilities you have. * Have you ever received Worker's Compensation, Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI)? * Are you taking any prescribed medications/drugs? * Have you ever been hospitalized? * How many days were you absent from work due to illness or disability last year? |
| **II. Questions Concerning the Performance of Essential Functions**   * Are you able to perform the essential functions of this position with or without reasonable accommodation? (Yes/No)   (Note: This question should be answered with a yes or a no response only. An interviewee is not required to disclose if an accommodation is needed and should not be coaxed to do so. As a precaution an interviewer can either state to all interviewees that they are not required to disclose if a reasonable accommodation is needed or choose to ask a different question like example that follows.)   * How would you perform X (essential function)? | **II. Questions Concerning the Performance of Essential Functions**   * Do you have any disabilities or illnesses which may affect your performance in this position? |
| **III. Questions Concerning Specific Duties**   * This position requires traveling from one local school to another. Can you do that? * This position involves doing X, Y, Z, etc. Can you do X, Y, Z, etc.? * This position involves doing X at Y speed. Can you do X at Y speed? * This position involves taking information over the phone and entering it into a computer. Can you do that? * This position requires moving construction materials weighing fifteen pounds to various parts of a work site. Can you do that? * This position requires reading to children. Can you do that? | **III. Questions Concerning Specific Duties**   * Do you have any disabilities, impairments or illnesses that would affect your performance in this position? * How can you perform these duties with your disability/impairment/illness? * How do you drive a car? * How do you teach a class when you are Deaf? * How can someone with your disability drive a truck? * How can you manage playground duty when you cannot see? * How can you clear trails, dig a ditch, pull weeds or mow lawns with your physical limitations/disability/ impairment? * What kinds of help will we have to give you so you will be able to do these tasks? |
| **IV. Questions Concerning Accommodations**   * To do this job you will obviously need accommodations. Which ones will you need? |