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?
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| **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?
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| **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?
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| **IV. Questions Concerning Accommodations*** To do this job you will obviously need accommodations. Which ones will you need?
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