

Employer Toolkit

STRUCTURED INTERVIEWS - ASK WITH PURPOSE. HIRE WITH FAIRNESS.

✓ Why Structured Interviews Matter

Structured interviews help reduce bias and improve hiring decisions by ensuring every candidate is evaluated using the same set of job-relevant criteria. This improves fairness, increases reliability, and supports legal compliance.

In contrast, informal interviews (e.g., “just chatting”) often lead to decisions based on personal rapport – not qualifications.

📄 Use a Standardized Interview Template

Every interview should use a consistent set of questions tied directly to the job description. For each role, prepare:

- 5–8 open-ended, skill-based questions
- A scoring guide or rubric (1–5 scale works well)
- Notes section for each question
- Space to summarize impressions objectively
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Example Interview Questions for Admin Assistant:

- “Tell me about a time you had to juggle multiple deadlines. What did you do?”
- “How do you stay organized when priorities shift?”
- “Can you walk me through your process for scheduling and managing meetings?”

🗣️ Say This, Not That – Interview Edition

✗ Don't Ask This	✓ Ask This Instead
“Are you married?”	✗ Illegal – not job-related
“Do you have kids or plan to?”	✗ Illegal – can lead to discrimination
“Where are you from originally?”	“Are you authorized to work in the U.S.?”
“What year did you graduate?”	“Do you meet the required education or certification?”
“Will you fit into our young, energetic culture?”	“How do you collaborate with different types of teams?”

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Legal Do's & Don'ts

You CAN Ask:

- “Are you legally authorized to work in the U.S.?”
- “Can you perform the essential functions of the job, with or without accommodation?”
- “Tell us about your relevant experience and training.”

You CANNOT Ask:

- Anything related to age, religion, marital status, family plans, disability, national origin, or personal health
- “What church do you attend?”
- “Do you take any medications?”
- “When are you planning to retire?”

Not sure if a question is legal? Leave it out – or consult your HR/legal team.

Disclaimer

This toolkit is provided for general informational purposes only and does not constitute legal, HR, or compliance advice. Employers are solely responsible for ensuring their hiring practices comply with applicable laws. Charlotte County and its partners assume no liability for decisions made based on this content.

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