



## Interview Guide for Student Employment Positions

### Prohibited Interview Questions

Federal and local anti-discrimination laws prevent prospective employers from discriminating against applicants and interviewees based on their membership in a group with a common characteristic, sometimes referred to as a protected class. Therefore, interview questions should never directly or indirectly reference the candidate's protected class information. Asking questions about these categories may be considered discriminatory and must be avoided. This applies to all current and prospective employees, including students.

#### Protected Classes are:

- Race
- Color
- Religion
- National Origin
- Sex
- Age
- Marital Status
- Personal Appearance
- Sexual Orientation
- Gender Identity or Expression
- Family Responsibilities
- Political Affiliation
- Disability
- Matriculation
- Genetic Information

#### In addition, federal and/or local laws also prohibit inquiries regarding:

- Participation (as a complainant or witness) in a complaint or grievance
- Filing of a worker's compensation claim
- Protected medical leave
- Information about health conditions
- Criminal record information
- Status as unemployed
- Anything else that is not position related

For more information please review the GW Human Resources document on [EEO Considerations in Interview Questions](#).

### Suggested Interview Questions

# GW STUDENT EMPLOYMENT

## Resources for Student Employers



1. Tell us a little bit about yourself and why you are interested in this position.
2. Give us an example of a time when you worked through a challenging team project situation. How did you reach a solution?
3. What is your biggest strength, and how do you think it would help you in this position?
4. What is an area of potential growth for you, and what have you done to address that?
5. Tell us about a time when you came up with a creative solution to a problem.
6. Give us an example of a time when you worked with someone from a different culture or background. What did you take away from that interaction that has helped you learn to work collaboratively with diverse populations?
7. Describe a time when you had to learn to use new technology. How were you able to successfully learn that new skill?
8. Tell us about a project or leadership role that you are most proud of, and what lessons you learned from that experience.
9. What are some strategies you use to set and achieve goals?
10. What is your preferred work environment and/or work style?
11. What kind of skills do you hope to learn or practice in this position?
12. How will this position help you reach future professional and academic goals?