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I. INTRODUCTION

The process and procedures for the screening and selection of applicants for administrative, exempt professional, and faculty positions with Peninsula College is set by the college. The processes stated in this manual are set forth in compliance with applicable laws on non-discrimination, generally accepted professional personnel practices, and internal college values and policies to ensure the selection of highly qualified individuals and to promote diversity.

II. DECLARING A VACANCY

Declaring full-time faculty vacancies for the following academic year should occur as early in the fall quarter as possible and preferably not later than December 31 of the preceding year. Full-time faculty vacancies are determined by the appropriate Vice President and the President based upon, but not limited to, such criteria as contribution of the position to the curricular offerings, enrollment trends, current staffing patterns, retirements, resignations, attrition, and the financial resources available. The screening process is initiated when the appropriate Vice-President, with approval from the President and the Vice-President of Administrative Services, authorizes a Personnel Request form (available in the Human Resource office or on the Intranet) to the Human Resources (HR) office. Such forms should be received in the HR Office by January 1 of each year for recruitments that will be completed and the positions offered by March 31 of each year.

Declaring administrative/exempt professional vacancies are determined by the President. The decision to fill a vacant or create a new administrative/exempt professional position is based on workload requirements, budgetary considerations and the overall administrative needs of the college. Position vacancies are initiated when the President and the VP of Administrative Services authorizes a Personnel Request form (Available on the intranet on the HR/forms site) and forwards to the HR office.

III. DEVELOPING THE POSITION ANNOUNCEMENT & ADVERTISING

It will be the responsibility of the department and the supervisor (Dean or VP) to identify departmental needs of the position, the assignment of the position, as well as qualifications for the candidates. Changes to content will not occur without consensus of the department and the supervisor. The Human Resource office will prepare the job announcement based on the position description and requirements provided and forward the draft announcement to the Dean (or VP) and the department for review. The
purpose of the announcement is to attract the broadest, deepest possible candidate pool. It should not be used to screen out candidates.

Human Resources, working with the department and the Dean/VP, will determine the best places to advertise the position.

IV. GENERAL RESPONSIBILITIES OF HUMAN RESOURCE OFFICE

It will be the responsibility of the Director of HR (who is also the college Affirmative Action Officer) to provide guidance and technical assistance to the committee in regard to fair employment practices, affirmative action, the college’s commitment to diversity, and other related areas. In addition, materials on uniform guidelines on employment selection procedures, suggested interview questions addressing the college’s goals, and information on pre-employment inquiries are available and will be distributed and reviewed with the screening committee as an initial training step. *Interview questions developed by the screening committee will be reviewed by the HR Director.* This process should assist the committee to understand the legal groundwork for screening and interviewing and to develop good questions and sound interview techniques.

The Human Resource Office will be responsible for developing the job announcement, advertising the position, maintaining records, coordinating all correspondence and communication with the candidates, and scheduling interviews. The Human Resource Office will also maintain a database of employees serving on screening committees so that the President will be able to assure broad representation on screening committees.

V. SCREENING COMMITTEE

Once a vacancy has been determined, the VP will produce a list of potential screening committee members to HR. If the position requires a faculty appointment, the VP will contact the Faculty Senate to request two appointments.

Each faculty screening committee will be comprised of 2 faculty appointed by the Senate, 2 faculty appointed by the President, and other College representatives appointed by the President.

Exempt screening committees will be appointed by the President.

HR will review the list of potential committee members to ensure that
committee representation is on the basis listed below. HR will advise the VP if any of the potential screening committee members may have been tapped too often for screening committees. The VP makes committee recommendation to the President and then confirms with each employee recommended. The President makes the appointments. An administrative appointment will chair the committee.

Employees are appointed to the screening committee to ensure the following:
- representation by those who would serve as colleagues of the applicant;
- representation by those who would serve in the role of supervisor of the applicant;
- when applicable, representation by those who provide support or who would be supervised by the applicant;
- diversity across campus, including ethnic and gender balance. They are chosen for their expertise, knowledge, and sound judgment to develop job related criteria in accordance with fair employment standards, college goals, and the special qualifications required of the position.

VI. THE ROLE OF THE SCREENING COMMITTEE

a. Committee Tasks
   i. The committee will meet to determine hiring timetable, opening and closing dates, and a meeting schedule based on member availability to screen applications and conduct interviews. TIP: If faculty are serving as committee members it is recommended that the committee avoid scheduling anything during the first two weeks of the quarter and during finals week. Interviews should be conducted within 3 weeks of position closing. Fall faculty job offers should be made by the end of March. Also, remember the President will not offer a position to someone that he hasn’t interviewed, so his availability to interview is required for successful hiring.
   ii. Using the job announcement, the committee will determine the screening criteria, relative weighting of the criteria, and develop interview questions. The screening process is to be determined by the committee. If a rating instrument is used for faculty positions the following common elements should be considered:
      1. education;
      2. scholarship;
      3. teaching experience in both the primary subject as well as interdisciplinary or developmental areas that may be required or desired;
      4. specific experience in the discipline or subject matter;
5. experience and sensitivity in relation to diverse populations;
6. experience in various modes of instructional delivery such as the web;
7. curriculum planning and development;
8. where applicable, other relevant work experience for vocational certification requirements or added value; and;
9. experience in working with various learning styles and abilities;
10. knowledge or experience with student assessment;
11. knowledge or experience with student advising.

If a rating instrument is used the following rating criteria should be considered for exempt positions:

1. education;
2. scholarly background;
3. knowledge and experience in areas of supervision, fiscal, program, and/or planning;
4. specific knowledge and experience in the technical areas of the job;
5. communication and interpersonal skills;
6. multicultural and other diversity experience;
7. organizational and leadership activities; and
8. community service.

iii. Screening committee members will rate candidates according to criteria and meet to determine finalists. NOTE: Committees are to forward three candidates to the President for consideration. More than three candidates should be invited for interviews. If in doubt, or if there is committee disagreement over whether to bring someone in or not, bring him or her in. Let the candidates show us in person whether they are acceptable.

iv. The screening committee members must keep hiring information confidential and must not discuss the candidates, the process, or any workings of the committee outside of committee meetings. Discussion items that concern committee members may be brought to the Human Resource Director. We must ensure the integrity of the process, both legally and otherwise.

v. Determine dates and times for interviews and forward to Human Resource to arrange. A reasonable amount of notice (minimum 1 week) should be allowed for off-campus applicants. No committee members should talk to candidates before the college interview process. Within each recruitment all efforts will be made to offer candidates equal opportunities and access to college staff.
vi. Final interviews for faculty positions should include, at a minimum: a meeting with the screening committee, a teaching demonstration, a scholarly presentation/open forum (which allows college community to see applicant in action and provide feedback to the committee), and interview with the President. Subjective qualities sought in a candidate are more apparent in an interview. Some of these qualities include: sensitivity to people, ability to plan and organize, ability to articulate and communicate, flexibility, integrity, self-confidence, and vision.

vii. Screening committee meets and identifies final three candidates for presentation to the President, unranked, with strengths and weaknesses. If three candidates can not be sent, the committee chair will discuss the situation with the President.

viii. Committee members are expected to attend all committee meetings so the same information is heard and communicated to all members in the same manner. It is also expected that each applicant be rated by every member of the committee. All copies of applications, rating sheets (if used), committee notes and other documents are to be maintained by the committee members and turned over to the Director of Human Resources after the position is filled.

b. Committee Chair Tasks
The Chair (as appointed by the President) will:
1. convene and preside over the meetings and act as the primary spokesperson for the committee.
2. discuss potential conflicts between committee members and applicants.
3. submit interview questions to the HR director for review.
4. present finalists with strengths and weaknesses to the President.
5. arrange for the committee members to receive feedback from the college community following candidate presentations.
6. organize the reference check process.

c. Reference and Background Checking
i. The use of reference and background checking is essential in the screening process. This step will confirm credentials as well as give the committee
further information in the areas of inquiry. The use of a standard form may be helpful. Good notes need to be kept.

ii. Questions should not be leading, but should probe for potential in candidates as well as past accomplishments. Open-ended questions can elicit more detailed and informative responses.

iii. Both individuals submitted by a candidate as references and individuals not submitted by the candidate can and should be called. As a matter of courtesy, the candidates should be notified that this action is taking place. If the candidate objects, then the committee must decide to delay action on that candidate or drop that candidate from further consideration.

iv. Because of the threat of litigation, references may hesitate to answer reference questions. This should not be automatically taken as a negative to the candidate. Often changing the way a question is asked will elicit a response. If nothing other than verification of employment and title is provided, ask if the reference would rehire the person. And always ask if there is someone else who might be contacted.

d. Interview

i. There is no set number of candidates that must be interviewed, but keep in mind that the committee must submit a list of acceptable finalists to the President. Committees are to forward three candidates to the President for consideration. More than three candidates should be invited to interview. If in doubt, or if there is committee disagreement over whether to bring someone in or not, bring him or her in. Let the candidates show us in person whether they are acceptable. In order to encourage and promote diversity and career paths of candidates, committees should give candidates every possible consideration.

ii. Final interviews should include, at a minimum: committee interview and an interview with the President. Additionally, for faculty position interviews should also include a teaching demonstration and a scholarly presentation/open forum.

iii. Interviewees are interviewing us as much as we are interviewing them and they need to be treated as guests to our college. The Human Resource staff will assist in scheduling the interviews in a manner that is respectful of the applicant’s, the screening committee’s and the
President’s time and schedule. The HR staff will contact the candidates and schedule interviews, indicating to the candidates the process, any activities planned, and the requirements of the candidate.

iv. The development of interview questions is an important task. The questions need to be standardized and job related to avoid problems of bias and discrimination and to avoid off-the-cuff statements or questions which may be perceived as unfair or illegal. Specific questions related to the college goals need to be asked. Questions to the candidate should be worded to extract specific answers related to his/her leadership role, involvement, activities, etc. Interview questions should be reviewed by the HR Director.

e. Recommendation of Finalists
   After the interviews are conducted, the committee is to make final recommendations in writing to the President which would list the top three candidates determined to be acceptable by the committee, not ranked, but listed alphabetically with each candidate’s strengths and weaknesses as determined by the committee. The committee should only forward acceptable candidates to the President.

VII. Responsibility for Notification of Candidates
   a. Job offers to the successful candidates are tendered by the Vice-President of Instruction for all full-time faculty positions and by the immediate supervisor for all exempt employees.
   b. Written notification to all candidates will be the responsibility of the Human Resource Office. Unless specifically designated to do so, committee members are not to personally notify successful or unsuccessful candidates.
   c. The Screening Committee Chair and HR Director will decide who will give personal notification to all unsuccessful candidates presently working at the college.

VIII. Document Transmittal to the Human Resource Office
   The HR office has the primary responsibility to keep recruitment and selection records in accordance with Washington’s Community and Technical College System General Retention Schedule CT02. Records will typically include job announcements, documents submitted by applicants, and the screening committee’s written recommendation to the President containing final candidates’ strengths and weaknesses.
The screening committee shall maintain the confidentiality of applicant information and screening committee deliberations by forwarding all committee documents to HR for retention or proper disposal.

IX. How to Handle Inquiries from Applicants

It is common for applicants to ask questions of committee members or the HR staff as to reasons why they did not succeed in a particular phase of the process. Any committee member receiving such an inquiry from a job applicant should be courteous and recommend the applicant call the HR Director. (The only allowable response is to state that the committee identified other candidates that more closely matched the requirements and attributes of the position. No further information or response should be given.) Under no circumstances should the committee member reveal any confidences of the committee.

Decisions made during the hiring process are the result of the exercise of professional judgment. Committee member should never allow themselves to be placed in a defensive position. If an applicant is not satisfied with the response and wants to discuss the matter further, or continues to ask questions, committee members should refer the candidate to the HR Director.

This document is intended as a guideline to the screening and hiring process. Special circumstances may warrant deviation from this process.

The procedures in this Handbook are legal and correspond to college procedures. In order to protect the credibility and reputation of the college and the committee members, it is essential that each and every committee member be knowledgeable of these procedures and processes. If there are any questions, please contact the HR Director.
Peninsula College Personnel Request

Routing Instructions: 1. Employing Division/Department Originates  
2. Vice President’s Office for Approval  
3. Senior Vice President, Admin. Services for Approval  
4. President’s Office for Approval  
5. Director of Human Resources Office

<table>
<thead>
<tr>
<th>Personnel Request Form for all Recruitments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division/Department:</td>
</tr>
<tr>
<td>Title of Position:</td>
</tr>
<tr>
<td>% of Full Time:</td>
</tr>
<tr>
<td>Salary:</td>
</tr>
<tr>
<td>Person Being Replaced:</td>
</tr>
<tr>
<td>Position Type: Faculty Administrative/Exempt Classified Part Time Hourly Part Time Faculty</td>
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<td></td>
</tr>
</tbody>
</table>

(Part time hourly and part time faculty positions do not require V.P. Admin. Services or Presidential approval.)

Special Qualifications for this Position (attach extra page if necessary)

Background Check Requested:  Child Adult Abuse _____  
Criminal Conviction _____  

Justification:

Vice President’s Signature: Date:  
Senior Vice President, Admin Services Signature: Date:  
President’s Authorization to establish as Exempt position: Yes No  
President’s Signature: Date:  
Director of Human Resource’s Signature:  
Position will be eligible for overtime? Yes No  
Date:  

Human Resources Office Use Only:  
Recruitment Responses Cost of Recruitment Date # of

Committee Chairperson:  
Committee Members:

Appendix A – Page 1
## Hiring Procedure - Employee Recruitment for Advertised positions

**# 106**

*February 2, 1997, revised February 19, 2002, May 18, 2004*

<table>
<thead>
<tr>
<th>Process</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1* Determine position needs/get approval via Personnel Request form</td>
<td>Vice President takes to President</td>
</tr>
</tbody>
</table>
| 2 Appoint & notify screening committee members                          | *VP identifies potential members  
*VP consults with HR recruitment history  
*VP makes recommendations to Pres.  
*VP confirms with member  
*VP President appoints |
| 3 Advertise position                                                    | Human Resources |
| 4 Establish time-line                                                   | Committee & HR |
| 5 Receive and compile applications                                      | Human Resources |
| 6 Training of screening committee regarding its role                    | Human Resources |
| 7 Select finalists. Return unsuccessful applications to HR for notification. | Committee |
| 8 Interview (Presidential interview may also occur here)                | Committee |
| 9* Recommend finalist(s) to President and conduct reference checks prior to making recommendation. | Committee |
| 10* Schedule President interview if not done in step 8.                 | Exec Assist & HR |
| 11 Return remaining application files to HR for notification             | Committee Chair |
| 12* Approval of hiring                                                  | President |
| 13 Offer Positions                                                      | 1. Dir. of HR  
2. VP instruction  
3. immediate supervisor |
| 14 Notify all applicants of status                                      | Human Resources |
| 15 Announce hire to campus community                                    | Supervisor |
REVEALING QUESTIONS TO ASK IN AN INTERVIEW

1. Describe a typical day on your present job.
   (Tells about attitude)

2. What has been your biggest professional accomplishment? What are you most proud of and why?
   (Tells about goals for self)

3. What has been your biggest failure? Why didn’t things turn out the way you planned?
   (Tells about how they view themselves)

4. What’s the most satisfying aspect of your job?
   (Tells about focus)

5. What’s your approach to doing a task or project you don’t enjoy?
   (Tells about motivation)

6. What kind of boss do you enjoy working for? What kind of company or organization?
   (Will they have a challenge? Different styles of management? Will they fit?)

7. Why do you want to leave your present job?
   (Tells about motivation – Will it be a challenge?)

8. Why do you think you’d like working here?
   (Tells about expectations)

9. How do you go about setting priorities on the job?
   (Tells if self-starter. Can they prioritize?)

10. What thought processes do you go through when you have to make a tough decision?
    (Tells about thinking process and handling stress)

11. How would this job fit in with your long-term career goals?
    (A work-related question)

12. What do you think might set you apart from other candidates for this job?
    (Tells about self-esteem and if being realistic)

13. Describe yourself in one word.
    (Tells about self-esteem)

15. What interest you about this job?
16. What things in life are important to you? (Tells about values? Are they a match?)
Sample Interview Questions that address Peninsula College Institutional Goals

1. Employing and supporting qualified, diverse faculty and staff who promote teaching and learning.
   - What are some ways you keep your students interested in the course?
   - What type of criteria are pertinent to evaluation of students? How do you feel about student evaluation of instructor capabilities?
   - How does your curriculum contribute to the education of non-majors at a comprehensive liberal arts institution?
   - How do you continually challenge students who are at a high level of achievement while simultaneously engaging and helping struggling students?
   - What have you found to be the most difficult aspects of teaching, what are some example of some less than successful teaching activities you tried, and what did you do to modify the activity to improve it?
   - What are your experiences in program, curriculum, and course assessment?

2. Providing comprehensive student-support services that enable students to gain maximum benefit from their education.
   - What are your experiences with advising students in study skills, academic, and career issues? Can you provide some interesting or relevant examples?

3. Providing administrative-support services that afford safe, secure, and comfortable facilities and surroundings.
   - What do you believe are necessary components to a safe, secure campus environment?

6. Providing information technologies that support instructional programs and the management functions of the institution.
   - What is your experience with instructional technology?

7. Encouraging economic growth and development in the community.
   - Beyond the specifics of the classroom, what do you feel you can contribute to the PC community and curriculum?

8. Promoting an awareness of and respect for diversity.
   - What kind of understanding have you gained through your contact with individuals from different cultures and ethnic groups?
   - What kinds of challenges do you see for yourself working with women and people of different racial and ethnic backgrounds?
   - What do you see as the most challenging aspects of an increasingly diverse academic community? What initiatives have you taken in your previous capacities to meet such challenges? What is your sense of the complexities and leadership challenges related to these issues?
• What would you do to promote diversity at Peninsula College from your position?
• How would you work with people under your supervision to foster the creation of climates receptive to diversity in the workforce, in the curriculum, in faculty/staff meetings?
• Suppose that in working with a college department you discover a pervasive belief that diversity and excellence are somehow in conflict, how do you conceptualize the relationship between diversity and excellence? What kinds of leadership efforts are needed to encourage a commitment to excellence through diversity?
• In what ways have you integrated multicultural issues as part of your professional development?
• Tell me about a situation or experience dealing with people whose background, culture, lifestyle, or values are different than your own.
• Sometimes we rely on stereotypes about people whose background is different. This can either strain a working relationship or it can become a productive one. Tell me about a situation like this you have experienced.
• Sometimes people make sexist, racist, or homophobic comments that attack or undermine a member of the work team. Recall for me a time when you witnessed this and tell me how you responded.
• Can you recall a time when you gave feedback to a co-worker who was unaccepting of others?
• Can you recall a time when a person’s cultural background affected your approach to a work situation?
• How have you handled situations in which you could not understand a client/student’s strong accent?
• How have you taken responsibility/accountability for an action that may have been offensive to the recipient?
• Tell me about a time that you adapted your style in order to work effectively with those who were different from you.
• How have you reacted to conversations between co-workers that were clearly offense to non-participants?
• Tell me about a time when you evaluated your own beliefs or opinions around issues of difference.
• Tell me about a time when you avoided forming an opinion based upon a person’s outward appearance.
• How have you made your voice heard in a predominately male or female dominated environment?
• What measures have you taken to make someone feel comfortable in an environment that was obviously uncomfortable with his or her presence?

9. Promoting a climate of cultural enrichment and inquiry for the college and community.
• What role do you believe that you have in supporting a climate of cultural enrichment and inquiry for the college and the community?
10. Expanding financial resources to enhance the scope and services of the institution.
   - What exposure have you had to grant writing?
TELEPHONE REFERENCE CHECK CONCERNING PROSPECTIVE EMPLOYEE

My name is (____________) and I work in the (department) at Peninsula College. We are filling a position within our department and would like to verify some employment information on (applicant’s name), who was employed by you from (beginning date) until (ending date).

1. What was the nature of his/her job?

____________________________________

2. What did you think of his/her work?

____________________________________

3. What are his/her strong points?

____________________________________

4. What are his/her weak points?

____________________________________

5. How did he/she get along with other people?

____________________________________

6. Would you comment on his/her:
   a. Attendance

____________________________________

   b. Dependability

____________________________________

   c. Ability to take on responsibility

____________________________________

   d. Ability to follow instructions

____________________________________

   e. Degree of supervision needed

____________________________________

   f. Overall attitude

____________________________________

   g. Quality of work

____________________________________

   h. Quantity of work

____________________________________
1. Did he/she have any personal difficulties that interfered with his/her work?  

   ______  

   Why did he/she leave the position?  

   ____________________________________  

   Would you reemploy? Yes _____ No _____ Why not?  

   ____________________________________  

   ____________________________________  

2. Is there anything else you would like to comment on regarding (applicant’s name) employment or job performances?  

   ____________________________________
PRE-EMPLOYMENT INQUIRIES AND SCREENING
WAC 162-12-140 Pre-employment inquiries. (1) The following examples of fair and unfair inquiries apply when made in reference to job application forms, pre-employment interviews, or any other type of inquiry made of job applicants. The rules also apply to inquiries made to persons other than an applicant and to inquiries made by third parties such as a credit reporting service. The rules do not apply after a person is employed. See WAC 162-12-180.

(2) Employers and employment agencies shall comply with these rules except where one or more of the following conditions exist:

(a) When there is a "bona fide occupational qualification."

(b) A voluntary affirmative action plan that is in compliance with the requirements of a government agency or other competent authority such as a court, and if made in a manner provided in WAC 162-12-160 and 162-12-170.

(c) A requirement of federal law or regulation, as explained in WAC 162-12-150.

If one or more of the above conditions apply, the inquiries of employers and employment agencies must be accompanied by a written explanation of their purpose. See WAC 162-12-135, 162-12-160 and 162-12-170.

(3) The following examples of fair and unfair pre-employment inquiries define what is an unfair practice under RCW 49.60.180(4) and 49.60.200. These examples, however, are not all inclusive. All pre-employment inquiries that unnecessarily elicit the protected status of a job applicant are prohibited by these statutes irrespective of whether or not the particular inquiry is covered in this regulation.

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>FAIR PREEMPLOYMENT INQUIRES</th>
<th>UNFAIR PREEMPLOYMENT INQUIRES</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Age</td>
<td>Inquiries as to birth date and proof of true age are permitted by RCW 49.44.090.</td>
<td>Any inquiry not in compliance with RCW 49.44.090 that implies a preference for persons under 40 years of age.</td>
</tr>
</tbody>
</table>

(For age discrimination, RCW 49.44.090 must be read in conjunction with RCW 49.60.180 and 49.60.200. RCW 49.44.090 limits age discrimination coverage to persons 40 years of age and older, and makes other limitations and exceptions to the age discrimination law.)
b. Arrests (see also Convictions)

Because statistical studies regarding arrests have shown a disparate impact on some racial and ethnic minorities, and an arrest by itself is not a reliable indication of criminal behavior, inquiries concerning arrests must include whether charges are still pending, have been dismissed, or led to conviction of a crime involving behavior that would adversely affect job performance, and the arrest occurred within the last ten years. Exempt from this rule are law enforcement agencies and state agencies, school districts, businesses and other organizations that have a direct responsibility for the supervision, care, or treatment of children, mentally ill persons, developmentally disabled persons, or other vulnerable adults. See RCW 43.20A.710; 43.43.830 through 43.43.842; and RCW 72.23.035.

c. Citizenship

Whether applicant is prevented from lawfully becoming employed in this country because of visa or immigration status. Whether applicant can provide proof of a legal right to work in the United States after hire.

d. Convictions (see also Arrests)

Statistical studies on convictions and imprisonment have shown a disparate impact on some racial and ethnic minority groups. Inquiries concerning convictions (or imprisonment) will be considered to be justified by business necessity if the crimes inquired about relate reasonably to the job duties, and if such convictions (or release from prison) occurred within the last ten years. Law enforcement agencies, state agencies, school districts, businesses and other organizations that have a direct responsibility for the supervision, care, or treatment of children, mentally ill persons, developmentally disabled persons, or other vulnerable adults are exempt from this rule. See RCW 43.20A.710; 43.43.830 through 43.43.842; and RCW 72.23.035.

Any inquiry that does not meet the requirements for fair pre-employment inquiries.
<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>FAIR PREEMPLOYMENT INQUIRES</th>
<th>UNFAIR PREEMPLOYMENT INQUIRES</th>
</tr>
</thead>
<tbody>
<tr>
<td>e. Family</td>
<td>Whether applicant can meet specified work schedules or has activities, commitments or responsibilities that may prevent him or her from meeting work attendance requirements.</td>
<td>Specific inquiries concerning spouse's employment or salary, children, child care arrangements, or dependents.</td>
</tr>
<tr>
<td>f. Disability</td>
<td>Whether applicant is able to perform the essential functions of the job for which the applicant is applying, with or without reasonable accommodation. Inquiries as to how the applicant could demonstrate or describe the performance of these specific job functions with or without reasonable accommodation. Note: Employers are encouraged to include a statement on the application form apprising applicants that if they require accommodation to complete the application, testing or interview process, to please contact the employment office, personnel or human resources department or other office as may be able to assist them.</td>
<td>Inquiries about the nature, severity or extent of a disability or whether the applicant requires reasonable accommodation prior to a conditional job offer. Whether applicant has applied for or received worker's compensation. Also any inquiry that is not job related or consistent with business necessity.</td>
</tr>
<tr>
<td>g. Height and Weight</td>
<td>Being of a certain height or weight will not be considered to be a job requirement unless the employer can show that all or substantially all employees who fail to meet the requirement would be unable to perform the job in question with reasonable safety and efficiency.</td>
<td>Any inquiry which is not based on actual job requirements and not consistent with business necessity.</td>
</tr>
<tr>
<td>h. Marital Status (see also Name and Family)</td>
<td>None.</td>
<td>( ) Mr.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>( ) Mrs.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>( ) Miss</td>
</tr>
<tr>
<td></td>
<td></td>
<td>( ) Ms.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Whether the applicant is married, single, divorced, separated, engaged, widowed, etc.</td>
</tr>
<tr>
<td>i. Military</td>
<td>Inquiries concerning education, training, or work experience in the armed forces of the United States.</td>
<td>Type or condition of military discharge. Applicant's experience in military other than U.S. armed forces. Request for discharge papers.</td>
</tr>
<tr>
<td>SUBJECT</td>
<td>FAIR PREEMPLOYMENT INQUIRES</td>
<td>UNFAIR PREEMPLOYMENT INQUIRES</td>
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<tr>
<td>------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>j. Name</td>
<td>Whether applicant has worked for this company or another employer under a different name and, if so, what name. Name under which applicant is known to references if different from present name.</td>
<td>Inquiry into original name where it has been changed by court order or marriage. Inquiries about a name that would divulge marital status, lineage, ancestry, national origin or descent.</td>
</tr>
<tr>
<td>k. National Origin</td>
<td>Inquiries into applicant's ability to read, write and speak foreign languages, when such inquiries are based on job requirements.</td>
<td>Inquiries into applicant's lineage, ancestry, national origin, descent, birthplace, or mother tongue. National origin of applicant's parents or spouse.</td>
</tr>
<tr>
<td>l. Organizations</td>
<td>Inquiry into organization memberships, excluding any organization the name or character of which indicates the race, color, creed, sex, marital status, religion, or national origin or ancestry of its members.</td>
<td>Requirement that applicant list all organizations, clubs, societies, and lodges to which he or she belongs.</td>
</tr>
<tr>
<td>m. Photographs</td>
<td>May be requested after hiring for identification purposes.</td>
<td>Request that applicant submit a photograph, mandatorily or optionally, at any time before hiring.</td>
</tr>
<tr>
<td>n. Pregnancy (see also Disability)</td>
<td>Inquiries as to a duration of stay on job or anticipated absences which are made to males and females alike.</td>
<td>All questions as to pregnancy, and medical history concerning pregnancy and related matters.</td>
</tr>
<tr>
<td>o. Race or Color</td>
<td>None. See WAC 162-12-150, 162-12-160, and 162-12-170.</td>
<td>Any inquiry concerning race or color of skin, hair, eyes, etc., not specifically permitted by WAC 162-12-150, 162-12-160, and 162-12-170.</td>
</tr>
<tr>
<td>p. Relatives</td>
<td>Name of applicant's relatives already employed by this company or by any competitor.</td>
<td>Any other inquiry regarding marital status, identity of one's spouse, or spouse's occupation are considered unfair practices in accordance with WAC 162-12-150.</td>
</tr>
</tbody>
</table>

(While the law does not prohibit company policies governing the employment of relatives, any policy that has the effect of disadvantaging minorities, women, married couples, or other protected classes, would be in violation of the law unless it is shown to serve a necessary business purpose.) See WAC 162-12-150, 162-12-160, and 162-12-170.

<table>
<thead>
<tr>
<th>q. Religion or Creed</th>
<th>None.</th>
<th>Inquiries concerning applicant's religious preference, denomination, religious affiliations, church, parish, pastor, or religious holidays observed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>r. Residence</td>
<td>Inquiries about address to the extent needed to facilitate contacting the applicant.</td>
<td>Names or relationship of persons with whom applicant resides. Whether applicant owns or rents own home.</td>
</tr>
<tr>
<td>s. Sex</td>
<td>None.</td>
<td>Any inquiry concerning gender is prohibited.</td>
</tr>
</tbody>
</table>

Adopted by the Washington State Human Rights Commission September 26, 1996