

What May I Ask?

(UBC HR Recruitment Guidelines)

The following chart helps interviewers distinguish between acceptable and unacceptable human rights legislation inquiries when seeking information during the interview process. Any questions not job related may contravene human rights legislation if the information obtained is used in a discriminatory manner. Although an interviewer may not intend to discriminate, an interviewee may perceive questions as discriminatory.

SUBJECT	DO NOT ASK	YOU MAY ASK
Race/ Colour	What is your race? What colour are your eyes (etc.)?	None.
Age	What is your date of birth? How old are you?	Have you reached the legal working age in BC?
Ancestry/ Place of Origin	What is your ancestry or nationality? What is your native language? What is the nationality of your parents or spouse? Are you Canadian-born? Where were you born?	Do you speak or write [languages required for the job] fluently? Are you legally entitled to work in Canada? * Are you a Canadian citizen or a permanent resident?
Political Belief	Do you support the NDP/Liberals/Conservatives? Who did you vote for in the last election?	How would you evaluate the government's policy on X and Y?
Marital or Family Status	What is your marital status? What is your spouse's name? What was your maiden name? How many children do you have? Are you pregnant? Do you plan to have children? What day-care provisions have you made for your children?	None. An employer may ask if candidates have any commitments or responsibilities which prevent them from meeting attendance requirements.
Sexual Orientation	Are you lesbian, gay, bisexual, queer? Are you in a same-sex marriage?	None.
Gender Identity and Gender Expression	Are you trans identified? What is your gender? Do you identify yourself with the LGBTQ Community?	You may ask what pronoun would they want to be referred to.

SUBJECT	DO NOT ASK	YOU MAY ASK
Criminal or Summary Conviction	Have you ever been arrested? Have you ever been charged with any crime?	If the position has a <i>bona fide</i> occupational requirement to work in a position of trust, you may ask about criminal record.
Religion	What is your religious affiliation or denomination? What church do you belong to? What is the name of your pastor, minister or rabbi? What religious holidays do you observe?	None. If you wish to know if an applicant is available to work Saturday or Sunday shifts, ask: “Are you available to work on Saturdays or Sundays if needed?” Make sure you ask this question of all applicants.
Mental or Physical Disability	Are you disabled? Do you have any health problems?	Are you capable of performing the essential functions of this position, with or without reasonable accommodation?

* Note from UBC Faculty Relations

As the Government of Canada requires that preference must be given to citizens and permanent residents of Canada, the University must be able to identify those applicants from those who are foreign academics.

In addition to the mandatory statement required in all advertisements – “Canadians and permanent residents of Canada will be given priority” – we advise that, in vetting each application, you must determine whether each candidate is a citizen or permanent resident of Canada. If you are not able to determine this information, you must then ask each applicant for this information. We recommend using the following:

“The Government of Canada requires that we give priority to citizens and permanent residents of Canada. Please indicate if you are a citizen or permanent resident of Canada.”

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