

# What Not to Ask Job Aid

Certain questions—no matter how well-intended—can put you or the company at legal risk. To help interviewers remember the key topic areas to avoid when interviewing candidates, the PANDA rule was created as a mnemonic device. Review the following information about PANDA as a refresher to help ensure that the questions you ask during interviews are legally compliant.

## **PANDA Rule (Personal, Age, National Origin, Disability, Association)**

### **P – Personal: Family / Marital Status, Gender / Sexual Orientation**

- Don't ask: "Do you have children?" or "Are you planning to start a family?"  
"Do you identify as male or female?" or anything about personal relationships.
- Instead: Keep the questions job focused, professional, and relevant to the role.

### **A - Age**

- Don't ask: "What year did you graduate?"
- Instead: Focus on experience and qualifications.

### **N – National Origin, Nationality / Citizenship**

- Don't ask: "Where are you from?" or "Are you a U.S. citizen?"
- Instead: "Are you authorized to work in the U.S.?"

### **D - Disability / Health**

- Don't ask: "Do you have any medical conditions?"
- Instead: "Can perform essential job functions with or without accommodation."

### **A – Associations, Religion**

- Don't ask about religious holidays or beliefs.
- Instead: Ask about availability if relevant to the role.

Pro Tip: If a question isn't directly related to the job responsibilities or qualifications, leave it out.

