



Writing Screening Questions

Quick Reference Sheet:

- It is recommended that posting-specific questions should correspond with preferred qualifications. Remember there is not a need to ask a specific posting question that is already a minimum qualification.
- For additional assistance creating posting-specific questions, please call your HR Consultant or visit <http://hr.unm.edu/documents/banner/dynamic/pzrorgh.pdf> for a complete listing of Consultant Teams by Org Code.

To customize questions for your specific needs, please use the following examples:



When asking questions of **any** type, in both the screening and the interview processes, **avoid asking illegal or discriminatory questions.**



EXPERIENCE

Please indicate which of the following statements best describes the duration of your work experience related to [insert preferred requirement].

- None
- Less than 1 year
- 1-3 years
- 3-5 years
- More than 5 years

CERTIFICATION/LICENSURE

Are you currently certified in [insert technical certification/licensure]?

- Yes
- No

ABILITY

Please indicate which of the following statements best describes your ability in [insert requested ability here].

- High** - Extensive knowledge of this function/skill; could train others
- Medium** - Moderate ability; able to perform this function/skill
- Low** - Basic familiarity with this function/skill
- None** - No knowledge/ ability

SUBJECT	IT /S DISCRIMINATORY TO INQUIRE ABOUT:	IT IS NOT DISCRIMINATORY TO INQUIRE ABOUT:
Relatives	Name and address of any relative of applicant.	Name(s) of relative(s) already employed by UNM. Name and addresses of emergency contacts.
Military	Applicant's military experience in other than U.S. Armed forces, National Guard or reserve units. Applicant's whereabouts in 1914-1918, 1941-1945, 1950-1953, 1964-1975.	Military experience in U.S. Armed Forces.
Organizations	All clubs, social lodges, fraternities, societies or organizations to which the applicant belongs, other than professional trade or service organizations.	Applicant's membership in any professional or trade organizations.
References	The name of the applicant's pastor or religious leader.	Names of persons willing to give professional and/or character references.
Sex and Family	Sex of applicant, marital status, dependents of applicant.	
Arrest Record	The number and kinds of arrests of an applicant.	Number and kinds of convictions.
Height and Weight	Any inquiry into height and weight of applicant, except where it is a bona fide occupational requirement.	
Mental/Physical Disabilities	Any inquiries into any mental or physical disabilities. Pre-employment physicals.	Applicant's ability to perform essential functions of the position. Post-offer or pre-employment physicals.
Name	The maiden name of a married woman or applicant. The original name of an applicant whose name has been legally changed.	
Birthplace & Residence	Birthplace of an applicant. Birthplace of an applicant's parents. Birth certificate, naturalization or baptismal certificate.	Applicant's place of residence. Length of applicant's residence in state and city where employer is located.
Creed or Religion	Applicant's religious affiliation, church, parish or religious holidays observed.	
Race or Color	Applicant's race or color of applicant's skin, eyes, hair, etc.	
Photographs	Photographs with application or after interview but before hire.	
Citizenship	Any and all inquiries into whether applicant is now or intends to become a citizen of the U.S. or any related inquiry.	
National Origin & Ancestry	Applicant's lineage, ancestry, national origin, descent, parentage or nationality. Nationality of applicant's parents or spouse.	
Language	Applicant's mother tongue or language commonly used by applicant at home.	

Writing Tips

- Ask precise questions.
- Check grammar and spelling.
- Focus on proven knowledge, skills, and abilities.
- Include legal questions ONLY.
- Make all questions job-related.