



## **Diversity Terms to Use in Recruiting**

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### **Suggested Interview questions NOT to ask:**

1. How many children do you have?
2. What country are your parents from?
3. What country are you from?
4. Do you own your own home?
5. Did you serve in the military? What type of discharge did you receive?
6. How old are you?
7. What is your height? What is your weight?
8. Have you ever been arrested?
9. Are you a United States citizen?
10. Do you have any disabilities?
11. How many sick days did you take with your former employer?
12. Did you meet the attendance requirements of a previous job?
13. When was the last time you used illegal drugs?
14. Do you drink alcoholic beverages?
15. Have you ever undergone psychiatric evaluation?
16. Are you dating anyone right now?
17. Are you married?
18. Are you engaged?
19. When did you graduate from high school?
20. Do you have any family members that work here now or who have worked here in the past?
21. What clubs or organizations do you belong to?
22. What is your maiden name?
23. What is your race?

If it is not job related do not ask!!!!!!

Please let me know if you need more information or clarification. Thank you.

### **Job Description Suggestions**

The candidate must be able to work in a multi-cultural setting. OR Create an environment that fosters diversity, collegiality, teamwork, and ability to work in a multicultural setting.

Awareness, commitment, and ability to work in an environment of different cultural perceptions, assumptions, norms, and values.

Ability to successfully interact with diverse individuals and groups to create partnerships, networks and collaborative relations.

Foster diversity, collegiality, and enhance teamwork

Create an environment that fosters diversity, collegiality, teamwork, and ability to work in a multicultural setting.

### **How to Apply**

Ethnic minority and women candidates are particularly encouraged to apply.

### **Required Qualifications**

Strong commitment to expanding diversity in the department and college community.

Strong commitment to expanding and fostering diversity in the department.