

Valid Questions

- You may legally pose questions that test a candidate's motivation, maturity, willingness to accept instruction, interest in the job, ability to communicate and personality.



- See http://labor.mo.gov/mohumanrights/Discrimination/pre_employ_inquiries.asp



1

You may ask...



- Do you know of any reason why you would not be able to get to work on time and on a regular basis?
- Are you available to work overtime?
- If necessary, are you willing to travel for business reasons?



2

You may ask...



- What are some of the responsibilities you had in previous jobs?
- What skills and traits do you have that suit the needs of our company?
- What attracted you about the position?
- What are some of your outside interests?



3

You may ask...



- How would you describe your relationship with those with whom you work?
- What are some of your short and long-term goals?
- Why do you want to change jobs?
- What form of supervisory style do you prefer?



You may ask...



- The applicant's place of residence and length of residency.
 - If the candidate has a legal right to work in the US.



You may ask...



- Military experience or training received if job related.
- If the candidate has ever been convicted of a crime.



You may ask...



- Are you able to meet the attendance requirements of this job?
 - *You may ask about attendance at prior jobs, if the question is limited to days off or number of days late for any reason, and is not limited to days missed due to illness.*



You may ask...



- How can you perform the essential functions of this position?
 - *If the individual has an obvious disability that may affect performance, you may ask the individual to explain or demonstrate how he/she can perform various essential functions of the job, with or without reasonable accommodation.*



Avoiding Problems

- Train your staff
- Prepare standard questions
- Don't make oral agreements or promises
- Avoid casual or off-the-cuff comments



Terminating Employees

- In the absence of a contract for a fixed duration, employment in Missouri is presumed to be "employment-at-will" -- terminable at any time by either the company or the employee.



Exit Interview

- Interview both terminated employees and those that resign from their jobs.
- Use exit interview to your advantage:
 - Learn about the individual's opinion of company policies and procedures.
 - You may gain information that can assist in defense or to take corrective action.



Statement of Deductions

- At least once a month an employer is required to furnish employees a statement of deductions as part of a check or in a separate document.



Posters

- Display all required posters in a location where employees have easy access to the information.
 - Missouri Posters available from DOLIR: (573) 751-3194 or <http://labor.mo.gov/posters/>
 - Federal Posters on the web at: www.dol.gov/elaws/posters.htm


