



Personnel Practices Audit: Screening Foreign-Born Applicants

Answer these questions to find out if your personnel practices discriminate based on immigration status or national origin:

1. Do you refuse to consider foreigners for openings at your company?

Yes

No

2. Do you tend to dismiss applicants with a foreign accent?

Yes

No

3. Do you require a foreign-born applicant to show proof of citizenship or a work visa before they are hired?

Yes

No

4. Do you impose height or weight requirements that have nothing to do with a job's essential function and that tend to eliminate individuals of a particular national origin?

Yes

No

5. Do you require foreign-born applicants to take fluency exams or other tests not given to native-born applicants?

Yes

No



6. Do you discourage American workers from applying for certain positions in the belief they will not stay on the job for long?

Yes

No

If you answer “Yes” to any of these questions, you may be in violation of IRCA, as well as liable to charges of discrimination under Title VII of the Civil Rights Act. Take action immediately to inform all hiring managers to remove these questions from their list.