

## BREAKFAST SEMINAR "AVOIDING THE LEGAL PITFALLS OF RECRUITMENT"

### RECRUITMENT CHECKLIST

#### General

- Ensure you have up-to-date, legally compliant Equal Opportunities and recruitment policies.
- Keep a paper trail of the entire recruitment process to allow you to justify any decisions that are made if needed. Make sure recruitment decisions are written up clearly and objectively.
- Where you use a recruitment agency, be clear about your commitment to compliance with employment legislation and make sure they have copies of your equality policy and an understanding of your recruitment policies.
- Ensure all staff involved in the recruitment process have had Equal Opportunities training (and that they continue to receive it at regular intervals throughout their employment).

#### Job Advertising

- Decide where the job will be advertised (internally and/or externally). It is generally considered best Equal Opportunities practice to advertise vacancies externally.
- Specify in adverts (where appropriate) that the organisation is an Equal Opportunities employer.
- Think about where you advertise. Use a wide range of media to reach different groups of people.
- Make sure any job descriptions and/or person specifications include only real and necessary attributes for the job in question. This will ensure that such attributes can be objectively justified and/or avoid imposing potentially discriminatory barriers to recruitment.
- Avoid using terms which are code for particular ages, such as "school leaver", "first job", "recent graduate", "mature" etc.
- A job title should not show a bias to the recruitment of those with a particular characteristic (for example "shop girl").
- If asking for experience, describe the type of experience that is required to do the job rather than the number of years of experience.
- Qualifications change over time and different countries recognise different qualifications. Only ask for them if they are essential for the job. If you do ask for qualifications, make it clear in advertising that you will consider equivalent qualifications so you don't exclude people of different age groups or nationalities.
- Avoid specifying unnecessary working patterns – if a job could be done either part-time, full time, or through job share arrangements this should be stated in the job description. As well as avoiding discrimination this process is likely to widen the pool of potential applicants.
- In general, steer clear at the outset of specifying any kind of health requirements (except in specified circumstances, it is unlawful to ask questions about health or disability before the offer of a job is made).

## Application Forms

- Keep any Equal Opportunities monitoring form separate to the application for the job and ensure that this is used only for the purposes for which it was provided.
- Provide and accept information in accessible formats.
- Make applicants aware of how you will process the information that they supply (which is likely to be that it will be held on computer or manually to assist with the administration of the recruitment process) and how long it will be held for.

## Interviews

- Candidates should be asked in advance if there are any adjustments they require as part of the interview process. In particular they should be informed if there are any tests they will be required to undertake and consideration should be given as to whether any adjustments will be required for such tests.
- Check if there is any prior connection between any of the candidates and interviewers which might give rise to the perception of a conflict of interest. If so, consider removing the interviewer or ensuring that there is at least one other interviewer who does not have prior knowledge of the candidate.
- If the interviewee is required to complete any aptitude tests, ensure that the operation of these tests is not indirectly discriminatory in any way.
- Ensure that staff who are responsible for selecting and interviewing candidates have been trained and are aware of equality legislation.
- If possible, involve staff who represent different age groups when interviewing candidates.
- Ideally all candidates should be asked the same questions and their answers should be scored consistently by all interviewers.
- Take care not to ask any questions concerning details of the candidate's personal life unless they are directly relevant to the requirements of the job.
- Make sure no assumptions are made about the candidate's personal life on any discriminatory ground.
- Review interview results to check that no age or other bias, deliberate or unintentional, has influenced selection decisions.

**We are running this event next in Burton on Trent on 16 February 2012.**

**Please contact Meriel Johnston to book your place on:**

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