

Legal DOs & DON'Ts in Recruitment

Do...	✓
Include a statement that you are an "equal opportunity employer" on job advertisements and application forms	
Establish clear selection criteria prior to screening CVs and applications	
Ensure you have a recruitment policy and equal opportunities policy	
Ask all candidates the same questions	
Establish a clear scoring system for the interview, with consistent and objective criteria	
Establish how long you will retain candidate data and retain the information necessary to defend any future claim	
Don't...	✓
Do not use language in the job advert that could be interpreted as discriminatory	
Do not ask for information such as age, gender, race, religion etc. on your application form	
Do not ask discriminatory questions (i.e., any question related to the nine grounds) for example: How old are you?, Do you have children? This includes small talk pre and post interview. Questions should be based on competencies associated with the job	
Do not take any notes which could be interpreted as discriminatory or biased	