

Employment Law Dos & Don'ts

Selection & Recruitment

DO

- Do read and re-read your job advert before you post it – are there any gender/age/disability related words? Delete them!
- Do consider your data protection obligations and ensure you have an appropriate privacy statement in place which covers you processing personal data specific to the recruitment process.
- Do develop interview questions and objective selection criteria in advance and make sure they're applied consistently to all candidates.
- Do provide training for interviewers. It isn't necessarily obvious to all that you shouldn't ask questions like "Do you have plans to start a family soon?"
- Do keep a paper trail of every stage of the process. This will help you refute any allegations of discrimination or bias.

DON'T

- Don't judge a book by its cover – whether it's the CV or the person themselves. You could face claims of discrimination if the individual thinks an assumption has been made about their suitability for the role based on a protected characteristic.
- Don't ask questions about families/age/health/religion etc at interviews. Stick to the role, the company and the professional qualities and experience that candidate has.
- Don't ask for a medical questionnaire or examination to be completed until you've selected a candidate and offered them the role. This will help to avoid falling foul of privacy and/or disability discrimination laws.
- Don't ignore requests for feedback following an unsuccessful interview. You don't have to give detailed feedback, or any feedback at all if that's your policy (although it is best practice to do so), but ensure everyone gets a consistent response. It's important that feedback relates to how the individual didn't meet up to the requirements of the role.
- Don't ignore indications that a candidate might need adjustment to your set recruitment process – for example, if you ask for a written test to be completed, a candidate with dyslexia may need that supplied to them in a different format or require additional time