



RECRUITMENT

Summary of Key Points

(reviewed July 2011)

It is ESSENTIAL to adhere to the following:

1. Avoid sex or race discrimination in recruitment advertising.
2. Avoid direct or indirect discrimination in selection methods.
3. Specify particular race or sex requirements only in those cases where it may be deemed to be an essential requirement of the job, ie a genuine occupational qualification.
4. Do not refuse employment on the grounds of an applicant's membership or non-membership of a trade union.
5. Do not allow the pregnancy of an applicant to affect the selection decision.
6. A decision not to make an offer of employment must not be based on sex, marital status or ethnic background (nor in Northern Ireland on religion).
7. Any references given (there is no legal obligation to provide these) should be accurate.
8. Employers with 20 or more staff must maintain a quota of registered disabled workers.
9. Criminal offences are not to be taken into account where they are time-lapsed and where the applicant will not fall into one of the employment categories exempted from the provisions of the Rehabilitation of Offenders Act 1974.
10. The rules about the employment of children and women must be followed.
11. Overseas workers, except EC nationals and certain others, can be employed only after the issue of a work permit.

It is GOOD PRACTICE to carry out the following:

- ✎ Prepare a job description and personnel specification for any vacant post.
- ✎ Ensure that any knowledge, skills and experience sought are appropriate for the job to be carried out effectively.
- ✎ Acknowledge receipt of all applications and treat them with confidentiality.
- ✎ Use properly validated selection techniques.
- ✎ Ensure that interviewers are adequately trained and that interviews are properly structured and carried out.
- ✎ Pay reasonable expenses to candidates attending interviews.
- ✎ Make clear the status and method of obtaining references and any requirement for medical information.
- ✎ Keep accurate records of interviews, test results, references, etc.
- ✎ Notify unsuccessful candidates as soon as practicable.
- ✎ Follow the Codes of Practice produced by the EOC (Equal Opportunities Commission), the CRE (Commission for Racial Equality) and the IPD (Institute of Personnel and Development).
- ✎ Prepare thoroughly before obtaining telephone references.
- ✎ Follow the Code of Good Practice on the Employment of Disabled People.