

There are lots of things to think about when recruiting a new member of staff.

This checklist is primarily designed to help you avoid legal problems, but some of the ideas will also assist you in engaging the right person, and presenting yourself as a best practice employer. ✓

|   |  |
|---|--|
| 1. You'll probably make a better selection decision if you have drafted a clear job description and person specification. If you have selected against these criteria, this will also assist if you were unlucky to get a discrimination claim.   |  |
| 2. Do keep interview notes for at least 6 months after candidates are informed of results.  |  |
| 3. Advertise as widely as possible, given your resources, and take care about stating requirements that may be discriminatory – particularly regarding age.   |  |
| 4. Show potential candidates that you are an equal opportunities employer by stating your policy on recruitment literature, and use a 'minorities' monitoring form if you recruit regularly.  |  |
| 5. Ask interviewees if they are disabled and whether they require any reasonable adjustments to the interview process.  |  |
| 6. Prepare open questions for interview in advance, and make sure you are properly co-ordinated if there is going to be more than one interviewer.  |  |
| 7. Avoid too much prying into personal circumstances that are not relevant to the job.  |  |
| 8. Make written offers, and set a time limit for reply. Make offers 'subject to contract' and outline any other conditions.   |  |
| 9. Information gathered during a recruitment process is personal data which needs managing securely. Only information relevant to on going employment should be retained in an individual's personal file, and if you are keeping applications for possible use for another vacancy, you must ask permission. |  |
| 10. New starters are entitled to certain 'written particulars of employment' within two months of starting employment.  |  |

All reasonable efforts have been taken to ensure that the advice contained in this checklist represents both best practice, and the law as it stands at the time of publication. It should not be relied on as a substitute for taking advice about specific situations.