

**Recruiting people who are changing the world through cutting edge technology.**

Hiring new recruits can be a minefield, so it is important that you take certain precautions to ensure that you do not discriminate against potential new hires.

Below we provide our handy guide on what to avoid during the interview process. But, don't forget to ensure that all other personnel involved in the interview process is also made aware of these pitfalls.

**Who is protected from discrimination?**

Regardless of an individual's situation, all employers are obliged to safeguard employees and potential employees against discrimination. Rules against discrimination, should cover:

- Employment terms and conditions
- Unfair dismissal
- Promotion and transfer opportunities
- Pay and benefits
- Recruitment and hiring
- Training
- Redundancy

**What steps should I take to protect my business?**

In the first instance, you should provide training for all the personnel who will be involved in the interview process. Training should ensure that the individuals involved are aware of equal opportunities and discrimination, including questions to avoid in an interview.

**What topics should I avoid during an interview?**

You should avoid questions that refer to an individual's:

- Age
- Marital status
- Gender
- Religion
- Race or ethnicity
- Disability
- Their sexuality
- Whether they are pregnant or adopting etc.

**What should I consider within my adverts?**

Laws against discrimination also extend to the way you advertise your jobs roles. For instance you cannot advertise a role that indicates that only certain people should or should not apply.

You should also avoid phrases within your advert that might indicate how many years' experience your business would like in new hires, as this can be seen as age discrimination against people who may not have been able to accrue the relevant number of years' experience.

**Where should I advertise?**

Advertising in publications or channels that do not discriminate against individuals is perfectly acceptable, but you should avoid any publications that are aimed at a particular demographic. For example only advertising your role in a men's magazines.

**When can I discriminate?**

In exceptional circumstances certain types of discrimination are permitted. However, we suggest that you seek advice from an employment specialist to confirm if your type of employment meets with those exceptional circumstances.

As an example, you can look for applicants that meet particular requirements, if the job demands it. Such as an age requirement, where the individual needs to legally be able to sell alcohol.

**How can I ask the difficult questions?**

Below are examples of questions that people might ask within an interview that can be seen as discrimination, and how you can rephrase them to be compliant.

Area of Discrimination	DON'T ask	Ask instead...
Nationality	Are you a UK citizen?	Are you authorised to work in the UK?
Age	When did you graduate?	Do you have a degree or other qualification related to this role?
Family status	Do you have / plan to have children?	Are you available to work overtime on occasion? Can you travel?
Health & Physical Abilities	Do you have any disabilities?	Are you able to perform the specific duties of this position?

If you are looking to hire for your team, contact one of our expert recruiters on 020 8123 7769 or email us: [rod@resourceondemand.com](mailto:rod@resourceondemand.com), who will be happy to discuss your needs in more detail.