



A step-by-step guide to preventing discrimination in recruitment¹

1. Deciding on the recruitment process

Employers go about recruiting in different ways. Some may use a human resource manager, personnel officer, or a recruitment agent to shortlist the applicants and help select the successful candidate.

Employee recruitment

If you are using your own staff to recruit to a position, you must make sure they are aware of their obligations under the law and are dedicated to a fair process.

If you do not take reasonable measures to prevent your staff from acting in a discriminatory way, you may be held responsible for their actions, even the fact that they obtained details of www.humanrights.gov.au/employees.

Recruitment agents

An employer that hires a recruitment agent to shortlist applicants must make sure the agent is aware of their legal obligations when it comes to discrimination.

The same applies if you are a recruitment agent. While many employers are aware of their obligations, some may not be. As such, they may be at risk of unintentionally discriminating in the recruitment process. Because of this, recruitment agents have an important role in educating and reminding employers about their legal obligations.

Recruitment agents must not follow through with discriminatory requests from an employer that relate to a person's age, sex, race, disability or any other characteristics protected under state or federal anti-discrimination laws. If you are a recruitment agent and you receive a discriminatory request from a client, you must inform them that they are acting against the law. Let them know that they are putting themselves and you at risk of receiving complaints of discrimination. Remind the employer that they are unintentionally losing their options in the job market by not seeking a wider range of applicants.

Describe the key requirements of the job with the employer, not irrelevant personal characteristics. Giving the employer information about what can and cannot be included in a job description is important. Providing the employer with a copy of this booklet may also be useful.

As a recruitment agent, you too can be held responsible for the actions of your staff and consultants. Make sure you provide them all with information and training on equal opportunity principles. This allows you to provide training to your consultants about how to deal with discriminatory requests for certain types of applicants and the consequences of acting on discriminatory instructions from employers.

¹Based on material provided by the Victorian Equal Opportunity and Human Rights Commission. See <http://www.eohrc.vic.gov.au> for recruitment advice and updates. Contact us at recruitment@eohrc.vic.gov.au



Preventing Discrimination Complaints A Guide For Supervisors

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Self-development Aids for Supervisors and Middle Managers, **The Job Analyzer: BLR's Complete Guide to Analyzing, Evaluating, Pricing & Writing Jobs**, Equal Opportunity in Employment United States. Office of Personnel Management. Library, 1979 Effective Supervision Mike Williams, President, Greater Concepts by Design, LLC, 2018-05-17 Effective Supervision By Mike Williams President Greater Concepts by Design LLC Being a good supervisor requires different skills than being a good worker Mike Williams understands this In Effective Supervision he shares techniques for new supervisors to become effective leaders of a productive team A supervisor needs to be able to plan organize and direct their team while creating and maintaining motivated personnel Williams explains in clear and actionable detail how to develop the skills necessary to become a supervisor Check sheets will help you evaluate your current skills creating a unique training module to help you bring awareness and consistency into your business From hiring staff to communicating expectations to planning policy Williams gives detailed steps on how to move forward in the best possible way for your business Effective supervisors are necessary for their business to survive and thrive With a positive attitude and a willingness to put into practice the lessons from this book you are on your way to becoming an effective supervisor *The Personnel Administrator*, 1981 **A Managers Guide to E.E.O. in the Federal Government** United States. Equal Employment Opportunity Commission, 1975 **Personnel Bibliography Series** United States Civil Service Commission. Library, 1960 **Personnel Bibliography Series** United States. Office of Personnel Management. Library, 1979 California Employment Law: An Employer's Guide James J. McDonald, Jr., 2024-04-16 California Employment Law An Employer's Guide is the go to guide for anyone who must contend with employment law in California as part of their day to day work including employers based outside of California with employees working in the state This valuable reference is comprehensively updated to address new

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Handbook for Professional Managers Lester R. Bittel, Jackson Eugene Ramsey, Muriel Albers Bittel, 1985

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