



CHECKLIST – INTERVIEWS DO’S & DON’TS

DO	DON'T
<ul style="list-style-type: none"> Be careful about the small talk on the way to the interview room – stick to the weather and mundane news items 	<ul style="list-style-type: none"> Don't stray into areas in the small talk that could raise serious issues – e.g. don't talk about a news story related to gay marriage rights this could raise sexual orientation information
<ul style="list-style-type: none"> Ask about why they want the position with your organization 	<ul style="list-style-type: none"> Don't ask about their marital status or child care arrangements – if this information comes up do not get into it in detail or take notes on it
<ul style="list-style-type: none"> Take notes on all relevant information 	<ul style="list-style-type: none"> Don't take notes on anything that could be deemed discriminatory – unsuccessful applicants can make a data access request to see the original notes – this can lead to discrimination claims e.g. if a note stated 'just had baby' this could infer discrimination and lead to a successful claim
<ul style="list-style-type: none"> Take clear notes 	<ul style="list-style-type: none"> Don't doodle on any notes – this could cause problems down the line if an unsuccessful applicant sought the notes and thought the doodles were related to them and were derogatory
<ul style="list-style-type: none"> Ask about their former positions and responsibilities 	<ul style="list-style-type: none"> Don't state that an older candidate is overqualified – this could lead to a claim of age discrimination
<ul style="list-style-type: none"> Use a standard set of interview questions for all candidates for the role – regardless of age or sex 	<ul style="list-style-type: none"> Don't ask each candidate different questions. This makes justifying your decision more difficult to defend in the event of a claim
<ul style="list-style-type: none"> Provide managers undertaking interviews with appropriate training and guidance on conducting the interview 	<ul style="list-style-type: none"> Don't allow someone without any interview experience or guidance to conduct interviews alone
<ul style="list-style-type: none"> Stick to questions that are purely related to the role 	<ul style="list-style-type: none"> Don't offer any promises in respect of the candidates chances of getting

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	the role
<ul style="list-style-type: none"> • Ask about whether the candidate can perform the main requirements of the role 	<ul style="list-style-type: none"> • Don't ask about the candidates health or previous record of sick leave – this could lead to allegations of disability discrimination
<ul style="list-style-type: none"> • Ask how they like to spend their free time 	<ul style="list-style-type: none"> • Don't ask about marital or civil status and how this would affect their ability to perform the role
<ul style="list-style-type: none"> • Do ask about references and previous employers 	<ul style="list-style-type: none"> • Don't ask if they have ever taken a claim against a former employer
<ul style="list-style-type: none"> • Do ask about personal interest and hobbies 	<ul style="list-style-type: none"> • Don't ask about trade union membership
<ul style="list-style-type: none"> • Do review any job application forms to ensure there are no potential discriminatory questions 	<ul style="list-style-type: none"> • Don't ask anything in an application form that contravenes the Employment Equality Acts
<ul style="list-style-type: none"> • Do carry out appropriate work permit checks on candidates when a job is offered 	<ul style="list-style-type: none"> • Don't ask about nationality and permission to work at interview or application stage – this could lead to race discrimination claims
<ul style="list-style-type: none"> • Do treat all candidates the same and ensure that the organisation has an equal opportunities policy 	<ul style="list-style-type: none"> • Don't make any assumptions about an applicant based on appearance
<ul style="list-style-type: none"> • Do consider reasonable accommodations that the employer is obliged to make to facilitate a disability 	<ul style="list-style-type: none"> • Don't automatically refuse to employ someone with a disability without considering reasonable accommodation – seek professional or medical assistance on what could be accommodated
<ul style="list-style-type: none"> • Do record the reasons a candidate was not selected against another – it may be useful to objectively mark candidates on a ratings basis and use the end scores as the basis for selection 	<ul style="list-style-type: none"> • Don't decide on 'feeling' make sure that you have clear and contemporaneous notes that will help you defend any decision not to hire anyone
<ul style="list-style-type: none"> • Do interview in panels 	<ul style="list-style-type: none"> • Don't have one on one interviews where possible – panels are more objective

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