

RECRUITMENT DOs and DON'Ts



During the recruitment process you might be tempted to dig into the employees' background deeper than you would typically be allowed by the labor and GDPR legislation. Here are some tips and tricks on how to stay legally sharp when recruiting, but also make sure you find the best candidate for the role.



The recruitment add should not contain any of the below elements:

- ✓ **gender correlations:** ⊖ e.g. *we are hiring female assistant/ promoter;*
- ✓ **age limitations:** ⊖ e.g. *maximum 35 of age;*
- ✓ **appearance requirements:** ⊖ e.g. *having pleasant presence, tall/ slim etc.*
- ✓ **vaccination status;**
- ✓ **domicile restrictions:** ⊖ e.g. *living in the 3rd district;*
- ✓ **marital status limitations:** ⊖ e.g. *without family responsibilities, no children.*



BACKGROUND CHECKS – DOs

During the background check process, it is safe to seek information in order to verify the candidate's:

- ✓ Professional skills
- ✓ Studies
- ✓ Qualifications and specializations
- ✓ Activities fulfilled for other employers
- ✓ Duration of past employment with prior information of the candidate

BACKGROUND CHECKS DON'TS

The following details should not be relevant during a recruitment process and are typically not linked to the professional skills of a candidate, thus should be left out of a background check:



Criminal record (unless expressly required by law for a specific job position)

- ❖ Marital status/ family or personal future plans
- ❖ Race, religion, political opinions, sexual orientation
- ❖ Employment termination grounds at other employers
- ❖ Profiling based on social media



Recruiters should refrain from asking the candidate the following questions during a job interview:

- *what are your future personal plans?*
- *what is your marital status?*
- *do you plan to have (more) kids?*
- *how will you manage work and raising your kids?*
- *are you part of the LGBTQ community?*
- *do you have a clean criminal record?*
- *do you have tattoos?*



When testing candidate skills you should avoid or use with caution:

- ✓ personality tests
- ✓ psychometric assessments
- ✓ profiling.

Contact us for more details

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