

# Legal & Fair Recruitment

## Course Overview

Employers need to be aware of their obligations even before an employment relationship starts. That means making sure you are aware of where you stand when it comes to your recruitment process and employment law. In this course we explore how to ensure your recruitment, selection and on-boarding processes are fair and consistent with the latest legal hiring practices, positive action and workplace diversity.

This virtual course consists of three sessions of 1.5 hours each. We recommend a phased approach with an interval of at least one week between sessions. These intervals are used to apply the ideas acquired during each session in their normal work. This ensures that the progression from theory to practice is realised.

## Session Recording

This course uses Zoom online technology. Full instructions will be given to facilitate easy access. You will receive PowerPoint slides and, if requested, a recording of each session is available to download for one month after each session. Once downloaded, however, you can keep and review the content, at your leisure, as often as you like. Participants will be invited to join a secure LinkedIn Group where they will have access to course materials, share materials and have their questions answered.

## Course Objectives

- What's legal and fair in a post Brexit selection process?
- Examples of unfair hiring practices and what can happen if legal/fair best practice is not applied (in different parts of the UK).
- The legal rules: all you need to know about Disclosure & Barring Service (DBS) for different employee roles, discrimination, avoiding (unconscious) bias, GDPR, taking up references and updating your Equality, Diversity & Inclusion Policy.
- An update on fair (2021) interviewing practices.
- Processing offer letters and handling candidate information.
- On-boarding best practice rules.
- Being proactive: examples of what can go wrong, their consequences and mitigation strategies.

*Course content will include reference to the client's own recruitment example issues.*

## Your Facilitator

This MPI course is led by Niall Foster, a highly experienced professional skills trainer, well versed in the ways of online group work. See [www.linkedin.com/in/niallfoster](http://www.linkedin.com/in/niallfoster).

## Course Content

### Session 1: Introduction to the Programme

- How we will work together virtually
- The psychology, the behaviours and the policies/procedures used by best practice recruiters
- Understand the Brexit impact on recruitment and the law
- The rules: what is/is not deemed legal and fair - discrimination and equality & diversity

### Session 2: Fair Interview Practices

- Using objective scoring (not making stereotypical assumptions) and asking only relevant interview questions
- Processing offer letters and handling candidate information (under GDPR)
- Dos and don'ts of taking up references and DBS etc.
- The EHRC Code

### Session 3: Practical Exercises

- In-house examples of what can go wrong, their consequences and mitigation strategies.

# Strategic Business Partnering

## Course Overview

To be a strategic business partner you need to be deeply involved in matters of individual and organization performance. A good understanding of industry trends and competitive issues is also useful. To contribute to performance, recruitment must not be seen as an individual performer; it must align with the organisation's purpose, values and strategies. Recruitment must demonstrate you hire the best talent who fit into the organisation and who contribute to performance wherever it is strategically important. Strategic business partnering requires multiple levels of analysis: with the hiring manager (or hiring team), the department and sometimes cross-organisational levels. To do this requires personnel who are best in class at *what* they do and *how* they do it.

This virtual course consists of four sessions of 1.5 hours each. We recommend a phased approach with an interval of at least one week between sessions. These intervals are used to apply the ideas acquired during each session in their normal work. This ensures that the progression from theory to practice is realised.

## Session Recording

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## Course Objectives

- Create a proactive 'best in class' recruitment function that works in partnership with the organisation to deliver business goals, maximise efficiency, deliver performance improvement and get more from what already exists.
- Work with stakeholders to ensure you add tangible value to them (so that they engage with you).
- Use partnership behaviours that will make you more effective.
- Manage and engage stakeholders constructively and with empathy.
- Diagnose and interpret business data and business challenges with a bias toward your capabilities.
- Write proposals/reports in a structured and logical way (that's easy to read/absorb).
- Lead others and influence, without authority, to get "yes" responses and joint action.
- Make business heads responsible with you for solving their own problems using your services.
- Reduce recruitment errors using strategic recruitment best practices.

*Course content will include reference to the client's recruitment example issues.*

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## Course Content

### Session 1: Introduction to the Programme

- How we will work together virtually
- Your responsibilities and delivering strategic business results
- Plan and prepare your work proactively: ways of working and engaging stakeholders
- Data analysis and understand/interpreting stakeholders needs

### Session 2: Strategic and Non-Strategic Recruitment

- Source external/internal talent: influencing in-house talent development and practices
- Update your interviewing, selection and on-boarding strategy to align recruitment with company purpose, values and objectives

- Report writing top tips to organise your report structure and content for easy comprehension
- Develop and measuring your competencies and performance
- Promoting your brand to candidates

### **Session 3: Managing Stakeholders**

- Benefit stakeholders by using their language and analysing/diagnosing their business problems and challenges
- Correctly interpret and write best practice job descriptions/job adverts to attract the best candidates
- Proactively influence stakeholders to listen and respond actively/with commitment to you
- Improve stakeholder engagement through effective questioning and proactive delivery
- Generate business ownership and co-responsibility for implementation

### **Session 4: Influencing without Authority**

- Influence, without authority, to understand the needs, expectations and (strategic) business issues of your stakeholders
- Give security in your proposals/action planning by being concrete
- Data analysis and understand/interpret stakeholders needs for results measured against business priorities
- Deliver measurable business benefits/value to stakeholders