Compliance Checklist

Build a robust compliance toolkit!

Fortify your recruitment processes, this checklist empowers your team to navigate legal landscapes seamlessly, safeguarding sensitive information and ensuring adherence to all relevant regulations.

Compliance Must-Haves

☐ **Job Descriptions:**
- Are your job descriptions free from discriminatory language?
- Do they accurately represent the essential functions of the job?

☐ **Application Process:**
- Are your application forms compliant with data protection laws?
- Do you have clear consent language for collecting and processing candidate data?

☐ **Interview Process:**
- Do interview questions adhere to legal guidelines and avoid discriminatory content?
- Are interviewers trained on legal and ethical hiring practices?

☐ **Background Checks:**
- Do you obtain candidate consent before conducting background checks?
- Are background check processes in compliance with relevant laws?

☐ **Diversity and Inclusion:**
- Are diversity and inclusion practices integrated into your recruitment strategy?
- Do you monitor and analyse the diversity of your applicant pool?

☐ **Record-Keeping:**
- Do you maintain accurate and up-to-date records of candidate information?
- Are records stored securely and in accordance with data protection laws?

☐ **Data Security:**
- Is candidate data stored and transmitted securely?
- Have you implemented measures to protect against data breaches?

Digital Security Checklist

- [ ] **GDPR Compliance:**
    - Are you transparent about the purpose and use of candidate data?
    - Do you have procedures for handling data access requests from candidates?

- [ ] **Consent Management:**
    - Do you obtain explicit consent before collecting sensitive information?
    - Is there a clear process for candidates to withdraw consent?

- [ ] **Third-Party Vendors:**
    - Have you vetted and ensured the compliance of third-party recruitment tools or services?
    - Are contracts with vendors clear on data protection and privacy requirements?

- [ ] **Equal Employment Opportunity (EEO):**
    - Do you have policies in place to prevent discrimination during the hiring process?
    - Are you monitoring and addressing any patterns of adverse impact on specific groups?

- [ ] **Compliance Training:**
    - Have recruiters and hiring managers received training on relevant compliance regulations?
    - Is there ongoing training to keep the team updated on legal changes?

- [ ] **Posting and Advertising:**
    - Are job advertisements inclusive and free from discriminatory language?
    - Do you comply with regulations regarding equal opportunity statements in job postings?

- [ ] **Accessibility:**
    - Is your recruitment process accessible to candidates with disabilities?
    - Have you made reasonable accommodations as needed?

- [ ] **Social Media Screening:**
    - Are social media screening practices compliant with privacy laws?
    - Do you only consider job-related information during social media checks?

Digital Security Checklist

☐ **Drug Testing and Medical Examinations:**
- Are drug testing and medical examinations conducted in compliance with relevant laws?
- Do you communicate the purpose and process clearly to candidates?

☐ **Exit Interviews and Documentation:**
- Are exit interviews conducted in a manner that complies with privacy laws?
- Is documentation related to termination handled according to legal requirements?

☐ **Whistle blower Policies:**
- Do you have clear procedures for reporting and addressing unethical behaviour?
- Are employees informed about whistle blower protections?

☐ **Regular Audits:**
- Do you conduct regular audits of your recruitment processes for legal compliance?
- Are corrective actions taken promptly based on audit findings?