

## Hiring Employees



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## Employee Handbook

- Method to communicate personnel policies
- Avoids selective enforcement of rules
- Be sure to keep current
- Involve employees in development when possible



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## Before you hire....

- Develop an employee handbook
- Assess your need for a new employee
- Conduct a job analysis and create a job description
- Develop valid interview questions



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## Discriminatory Interview Questions

- Any application process which screens out a disproportionate number of women or minorities.
- All inquiries about sex, age, race, color, religion or national origin, either direct or indirect, may be regarded as evidence of discrimination.

■ See

[http://labor.mo.gov/mohumanrights/Discrimination/pre\\_employ\\_inquiries.asp](http://labor.mo.gov/mohumanrights/Discrimination/pre_employ_inquiries.asp)



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## You May *NOT* Ask.....



- Age, date of birth, birth certificate or naturalization records
- Nationality of candidate or candidate's relatives
- Color of skin or race
- Religion
- Club memberships
- Photograph
- Marital status, maiden name or information about spouse
- Number of children or child care arrangements
- Citizenship, native language or original name
- If candidate has ever been *arrested*.



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## You May *NOT* Ask.....



- Where were you born?
- Why are you interested in this job which is traditionally male/female?
- What church do you attend?
- Do you have a car?
- Are you pregnant? How many children do you have?
- Are you planning to have children?
- Do you plan to marry soon?
- Are you the head of the household?
- What will you do if your children get sick?



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## You May *NOT* Ask.....



- Do you have any physical disabilities or handicaps?
- Do you have a serious illness, history of mental illness or any physical or mental conditions?
- How many days were you absent from work last year because of illness?
- Are you currently taking any medication?
- How did you become disabled?
- What was your absentee record at your prior place of employment?



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