



Recommendations selection procedure

Employment application procedures need to be transparent, verifiable and systematic in order to limit the risk of candidates being treated unequally. Here are a number of key points which are important in pursuing a sound policy for recruitment and selection.

1. Aim to ensure that everyone has an equal chance of entering company service, irrespective of the objective and fundamental demands of a position.
2. Applicants should be reliably and fully informed about the functional content of the vacant position. The company should clearly outline the requirements of the function.
3. Functional demands concerning the personal characteristics of applicants may only be specified where these are essential to the satisfactory conduct of a position. Any imposition of an age limit or operation of a preferential selection policy should be accompanied by an explanation of these requirements.
4. Applicants should only be asked to provide information that is needed to assess their suitability for the function.
5. Announcements of employment positions must clearly state that both men and women are eligible to apply.
6. The company must provide full and accurate information to ensure applicants have as clear as possible an understanding of the vacancy and of the company.