 

**HR101 Series**

Employment Cycle Timeline

1. **HIRING PROCESS**

|  |  |  |
| --- | --- | --- |
| **Pre-Work Stage** | Complete Job Analysis | * + - Employee feedback
		- Log sheets
		- Essential functions of the job
		- Physical and mental demands, environmental conditions
		- Exempt or non-exempt
 |
|  | Draft Job Description | * + - Job title and classification
		- Essential functions and competencies
		- Work environment and physical and mental demands
		- Required education and experience
 |
|  | Job Listing | * + - Keywords
		- Define responsibilities
		- Compensation and benefits
		- Company culture
		- Listing vs sourcing
		- Internal vs external
		- Niche job boards vs job/college fairs
		- Review person vs review team
 |
| **Conduct education and training for recruiters and managers** | * Qualifications and Skills
* Questions Not to Ask
* Protected Classes
 |  |
| **Establish and follow standard processes** | * Applications
* Phone Screen Guides
* Screening Questions
* Evaluation Matrix
 |  |
| **Recruitment** | Sourcing candidates | * + - Relationships with organizations that promote DE&I and AAP goals
 |
|  | Engaging candidates |  |
| **Interviews** | Say:* + - Job-related/Candidate Questions
		- Clear Job Description
		- Physical Requirements
		- Inclusive language
		- Next Steps
 | Avoid:* Opinions or Judgements
* Guarantees
* Medical or Health related
* Background Check
 |
| **Making Decisions and Offers** |  |  |
| **Ensure compliance with EEO Protections** | Protected Categories | * Disparate Treatment
* Disparate Impact
* Pre-Offer and Post Offer
 |
| **Provide Accommodations**  | Application Process  | * + - This is our application process. Will you need an accommodation?
 |
|  | For the Job | * + - Can you perform the essential job functions with or without an accommodation? How?
		- Focus on limitations, not medical condition
		- Maintain confidentiality, limit people who are informed, avoid liability
 |
| **Background Checks**  | Post-offer |  |
|  | Fair Credit Reporting Act Compliance | * Disclosure and Authorization: stand alone
* Description of “investigative report” (interviews of reputation and character)
* Certification of compliance and no misuse to vendor
* Pre-Adverse Action Notice: Report and “Summary of Rights”
	+ - Informs right to dispute
* Adverse Action Notice after 5 days
 |
|  | Criminal History | * How crime relates to job duties

Individualized Assessment:* Type and seriousness of crime (fines, jail, and probation)
* Nature of job
* Time passed since offense, conviction, or completion of sentence
* Ability to maintain employment, obtain education
* Age at time of offense (youth may mitigate)
* Older age at time of conviction or prison release
* Facts and circumstances of offense
* Multiple convictions for multiple incidents
 |
| **I-9 Forms** | Proper completion  | * Within 3 days of hire
* calendar to reverify
 |
|  | Proper retention and destruction | * + - 3 years from date of hire or 1 year after end date, whichever is later
 |
| **Record Retention** | EEOC | * + - keep records including application forms regardless of whether applicant was hired, for 1 year after records were made or after a personnel action was taken, whichever is later
 |
|  | Fair Credit Reporting Act | * + - dispose of background reports securely
		- shred documents
		- dispose electronic information so it cannot be reconstructed
 |

**More to come on…**

1. **FLSA/Wage and Hour**
2. **Medical Leave**
3. **Workers Compensation**
4. **Discipline/Termination**
5. **Administrative Agency Processes: EEOC, PHRC, DOL, WHD, NLRB, OSHA**