



4 PRACTICES TO IMPROVE YOUR WORKPLACE RECRUITMENT PRACTICES

Adopting fair, merit-based and inclusive hiring practices is the right thing to do.

By adopting the Tripartite Standard on Recruitment Practices, you can benefit from having a wider talent pool, hence increasing your chances of finding the best person for the job.

To find out more and to adopt this Tripartite Standard, visit tafep.sg

01

Create fair job advertisements



Job advertisements state only selection criteria that are related to qualifications, skills, knowledge and experience required for the job. Where specific attributes e.g. proficiency in a particular language or the need for employees of a particular sex are needed, the reasons are stated clearly.

02

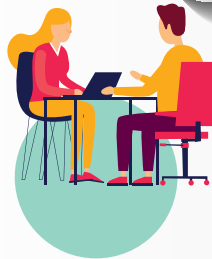
Request only for relevant information in job application forms



Job application forms ask only for information relevant to assess an applicant's suitability for a job. They do not require applicants to provide their age, date of birth, sex, race, religion, marital status and family responsibilities, including whether the applicants are pregnant or have children, and whether they have disabilities, unless the information is needed to assess the applicant's suitability for the job. If such data is required, the purpose is stated clearly.

03

Use consistent selection criteria for all job interviews



A set of relevant and objective selection criteria is used consistently (e.g. use of a checklist) for shortlisting and selecting candidates. A proper record of the interview, assessment process, test (if any) and job offer made is kept for at least one year. Unsuccessful candidates are informed of the outcome of the interview.

04

Train hiring managers and staff to conduct fair interviews



Hiring managers and staff have been trained to conduct fair and unbiased interviews.

**LET TRIPARTITE STANDARDS
BE YOUR EMPLOYMENT STANDARD**