

初步甄選

我們鼓勵僱主根據劃一甄選準則，初步甄選應徵者，並避免以偏概全，對某一年齡組別人士的能力作出假設，因為工作能力因人而異。

面試

我們鼓勵僱主：

- (i) 確保人事部的職員、部門經理和所有參與招聘工作的人員接受訓練，認識如何避免年齡歧視；
- (ii) 面試時提出的問題，只應直接與工作的真正需要有關，或有助瞭解應徵者的性格和能力；
- (iii) 面試結束後，應立即記錄僱主按照甄選準則對應徵者的能力的評估。這樣有助公平和合理地評估申請人的優點和不足的地方。記錄亦應註明聘用或拒絕聘用應徵者的理由。如日後有人指稱受到歧視，上述步驟應有助提供反證；及
- (iv) 保留面試記錄一段合理時間才銷毀。這些記錄載述申請人是否獲聘的原因。

甄選試

如甄選是以考試形式進行，甄選試應設計周詳，切合有關職位或工作的需要。僱主應定期檢討甄選試的內容，確保切合工作需要和沒有偏頗成分。除非有關職位或工作確實需要年齡規定，否則年齡不應是甄選試的其中一個考慮因素。

SHORTLISTING

We encourage employers to use the consistent selection criteria as the basis for shortlisting of applicants, and avoid making any generalisations or assumptions about the abilities of persons in a particular age group which may not be true of the individual.

INTERVIEWING

We encourage employers to:

- (i) ensure that personnel staff, line manager and all other employees who may be involved in staff recruitment receive training in non-discriminatory practices;
- (ii) only ask questions at job interviews that either relate directly to the genuine requirements of the job or facilitate a better understanding of the applicant's personality and aptitude;
- (iii) immediately after the interview, record the assessment they have made of the applicants' ability to meet the selection criteria. This will help to ensure a fair and balanced assessment of the applicants' strengths and weaknesses. The record should also show the reasons for appointment or rejection. These steps should help to counter any possible allegations of discrimination in the future; and
- (iv) keep records of interviews for a reasonable period of time to show the reason for offering or not offering employment to a particular applicant, after which such records should be destroyed.



SELECTION TESTS

If selection tests are used, they should be carefully designed and relate specifically to the job or occupational requirements. The tests should be reviewed regularly to ensure that they remain relevant and free of bias. Age should have no place in such tests, unless it is a genuine job or occupational requirement.