Hiring? 5 must-follow rules

Since no two job candidates are alike, no two interviews will ever be alike. That leaves a lot of variables open every time you move to fill an open position.

It's not the *hiring* that's the flashpoint for a lawsuit filed against the company, it's the *rejections*. Many a lawsuit was filed (and won) by job candidates who've felt their race, sex, age, ethnic group, etc., was the reason they didn't land the job they sought.

Here are five bedrock rules you must follow to make sure you're making the selection process both effective and lawful.

1. Review the job description to make sure that it lists all the duties and that the qualifications stated are fair and realistic. For example, don't say that the job requires the ability to lift and carry 100 pounds, when in reality it does not.

2. Evaluate the content of the advertisement to see if it accurately represents the duties of the job.

Is it worded in a way that will attract candidates who are well qualified, but not overqualified?

Is it posted in places where ideal candidates are likely to see it?

3. When the applications are received, compare the qualifications of the candidates with the qualifications you have established for the job.

To ensure as much objectivity as possible, use the same checklist when evaluating each application or résumé.

This process will help guard against any claims of discrimination from candidates who believe bias was at play when you made your decision.

4. Schedule interviews for the candidates who best meet the qualifications, regardless of any personal details that appear on the résumés—details regarding college fraternity memberships, interest in soccer, number of children, church activities, and so on.

5. Interview and make selections strictly on the basis of each candidate's ability to perform the job.