

Pre-employment screening is an essential part of the recruitment process. It is also laden with inherent risks.

There are many pre-employment screening methods that you may need to use when recruiting. Choosing the right ones for your business and the job on offer is imperative to ensure your screening helps you to identify the best job candidate.

This eBook will show you how to conduct pre-employment screening and avoid the common pitfalls that can lead to legal liability.

You will learn:

- common pre-employment screening methods;
- how to determine which methods to use;
- the legal risks of pre-employment medical examinations and how to avoid them;
- when you should consider pre-employment assessments and profiling;
- how to request a criminal record check and use the information in the check lawfully; and
- your privacy obligations during the pre-employment screening process.



CHARLES POWER LLB BEc (Hons) (Monash)

*Partner, Holding Redlich Lawyers
Accredited Workplace Relations Specialist*

Charles Power is a Partner in the workplace relations department of Holding Redlich in Melbourne. He has practised in employment and industrial relations since 1992. Charles has a strong practice representing employers in all aspects of employment and industrial law, and is accredited by the Law Institute of Victoria as a workplace relations specialist. He is a member of the advisory board to the Centre for Employment and Labour Relations Law, the University of Melbourne and the Australian Human Resources Institute.

Quick Reference Guide



Example



Tip



Checklist



Definition



Step-by-Step



Caution



Case Law



Important /
Remember

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