

NAVIGATING INTERVIEW LANDMINES

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Tactical Skills
for the Growing Business

SPEAKERS



- Sandi Lewis is the Recruiting & Staffing Manager with BBSI for the Western Washington Region.



- Jason Jocson is the HR Advisor with BBSI for the Western Washington Region.

BUSINESS CASE

- Common recruiting methods: Family & Friends
- Growing Company = Recruiting employees
 - possibly beyond the F&F method
- Interview Landmines: Common interview scenarios a hiring manager may encounter, which may seem innocent at the moment but can have legal implications.

CASE STUDY IN ACTION

- We have a sample job description in your handout
- As we go through the case study – identify:
 - What things did the recruiter do correctly?
 - What things did the recruiter do incorrectly?
 - Maybe – outline which one you have done yourself?

DEBRIEF

- What did you see done correctly?
- What did you see wrong?
- Why was it wrong?

WHAT'S AT STAKE?

- Reason: Any questions or conversations during a job interview regarding a candidate's protected characteristic is prohibited by law.
- Hiring managers should stay away from questions and discussions pertaining to or provides perceptions to inquiries of one's protected class.
- If you end up not hiring that candidate and asked inappropriate questions = potential claim

PROTECTED CLASSES (FEDERAL)

Age	Sex	Race
Religion	Mental or Physical Disability	National Origin
Genetic Information	Military Status	Color

PROTECTED CLASS (WASHINGTON)

- Ban the Box (June 2018)
- Sexual Orientation
- Marital Status
- Gender Expression or Identity
- Use of a guide dog or service animal with a disability
- More...

CASE STUDY IN ACTION (PART 2)

- How to avoid the inevitable landmines?
- As a hiring manager how much control do you have during the interview?
- How do you react to an inappropriate question or scenario?

KEY TAKE AWAYS

- Ask job related questions.
- Ask questions consistently among all candidates.
- Avoid questions relating to protected class?
 - Unless they are a “bona-fide occupational qualification”

ANY FINAL QUESTIONS?



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