

Recruitment

How employers should recruit

It's up to employers how they recruit for their organisation.

There are no set processes that are required by law. But employers must follow a fair process and certain laws that apply throughout the whole recruitment process, including:

- discrimination
- data protection

Employers should also follow good practice and any policies their organisation might have on:

- recruitment
- equality, diversity and inclusion

[Find out more about improving equality, diversity and inclusion](#)

If an applicant is a member of a trade union

It's against the law to treat someone less favourably or cause them detriment based on whether they are, or are not, a trade union member.

Detriment means someone experiences one or both of the following:

- being treated worse than before
- having their situation made worse

For example:

- you reduce their hours
- they experience [bullying](#)
- they experience [harassment](#)
- you turn down their training requests without good reason
- you overlook them for promotions or development opportunities

Get more advice and support

If you have questions about any stage of the recruitment process, [contact the Acas helpline](#).

Acas also provides [training for recruitment, selection and induction](#).