

# Ethical Hiring Framework

The Ethical Hiring Framework is a community-driven initiative designed to promote best practices in the application, interview & job posting process. This framework aims to enhance organizational reputation and ensure ethical hiring standards.

## Ethical Hiring Framework Core Values



Honesty



Transparency



Fairness



1

## The Application Process

### Break Free from Job Portals

Given the time and effort involved in job applications, minimizing unnecessary steps, such as creating a candidate profile, can enhance the applicant experience and increase the likelihood of attracting top talent.

A streamlined application process, free from the complexities of job portal accounts, can significantly enhance the candidate experience. This demonstrates your organization's commitment to valuing the time and effort of potential employees, making it a more attractive employer.

### Focus on What Matters: Reduce Redundancy

To streamline the application process and reduce the burden on candidates, avoid asking questions that can be easily answered by reviewing their resumes. This includes questions about work history, work experience, and education history. By focusing on questions that provide unique insights, you can create a more efficient and candidate-friendly application process.

Removing the unnecessary questions listed during the application will improve the candidates's experience. This will result in the candidate being able to apply faster and provide more accurate information. Again, this increases your organization's reputation.



### Automated or Human Rejection

- **ATS Rejections:** Candidates rejected due to automated system screening should be notified immediately, indicating that the rejection was based on automated screening results.
- **Human Reviewer Rejections:** Candidates rejected after a resume review should receive notification within a reasonable timeframe, ideally within two weeks. Larger organizations may require additional time, but notification should be provided within 3-4 weeks.

Once again, promptly notifying candidates of rejection, regardless of the reason, is essential for maintaining a positive candidate experience. This demonstrates respect for their time, enhances the organization's reputation, and increases its probability to attracts top talent.

### Compensate Pre-Employment Assessments

To ensure a fair and equitable hiring process, organizations should reimbursing candidates for the time and effort they invest in completing pre-employment assessments. This demonstrates a commitment to the candidate experience. While assessments can provide valuable insights, they should not be the sole determinant of a candidate's suitability. It is essential to consider a comprehensive evaluation, including interviews and other relevant information

If an organization is unable to reimburse candidates for pre-employment assessments, eliminating these assessments can save resources and attract more candidates, as they can be perceived as a barrier to the application process. You can attract top talent without relying on pre-employment assessments. Focus on interviews and work projects.





# Ethical Hiring Framework



1

## The Interview Process

### Optimize the Interview Process

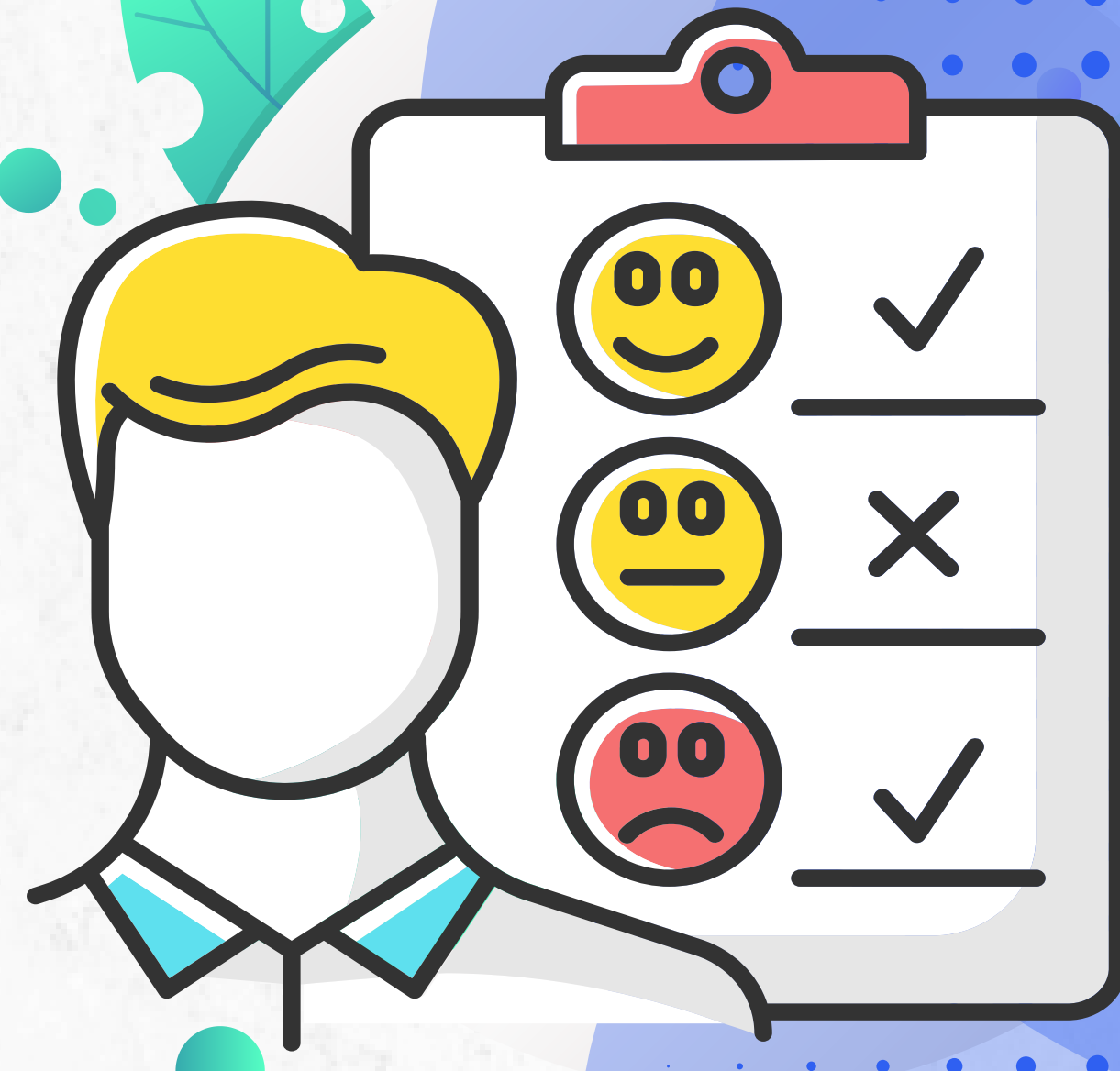
If an organization requires more than two interviews to make a hiring decision, additional interviews should be scheduled within two weeks of the initial interview for smaller organizations and within three weeks for larger ones. Organizations should minimize the time gap between interviews to prevent creating a negative impression of the company.

Excessive delays can lead to candidate frustration and increase the risk of losing top talent to competitors. If a candidate is not a suitable fit, it is important to communicate this decision promptly to avoid creating false expectations. By providing timely feedback, organizations can demonstrate respect for candidates' time and maintain a positive reputation.

### The Truth Hurts: Honest Post-Interview Feedback

Failing to provide requested post-interview feedback can negatively impact an organization's reputation. It can significantly hinder a candidate's professional growth and development.

To foster a positive candidate experience and contribute to professional development, organizations should providing honest and constructive feedback to candidates who request it. This feedback can be valuable for candidates as they continue their job search and seek opportunities for growth. By offering feedback, organizations can demonstrate a commitment to transparency and support for professional development, potentially strengthening their reputation as an employer of choice.



1

## The Job Posting Process

### Authentic Opportunities: Realistic Requirements

It is essential to accurately classify job positions. Entry-level positions should only require 0-2 years of experience and a basic understanding of the relevant field.

Posting entry-level positions that require 2-5 years of experience can mislead candidates and create a negative perception of the organization. Such discrepancies can lead to frustration and a decline in applicant quality.

Even for non-entry-level positions, it is important to post realistic job requirements to avoid discouraging qualified candidates.

When seeking experienced candidates, organizations should understand that they may not possess every specific requirement listed in a job posting. Many experienced professionals are looking for new challenges and opportunities to grow their skills. It is important to recognize that real-world experience is often more valuable than academic qualifications. By setting realistic expectations and investing in the development of future talent, organizations can attract and retain experienced professionals who will contribute significantly to their success.



**Frustration and disappointment among job seekers are widespread due to inefficient and often unethical hiring practices. The Ethical Hiring Framework aims to address these issues by establishing industry-wide standards for ethical and effective hiring processes.**

**Organizations that adopt this framework demonstrate their commitment to best practices, fostering a positive candidate experience and attracting top talent. By prioritizing transparency, fairness, honesty, and respect for candidates, these organizations contribute to a more equitable and efficient job market.**

**Ethical  
Hiring  
Framework**