

New Recruiter Compliance Checklist



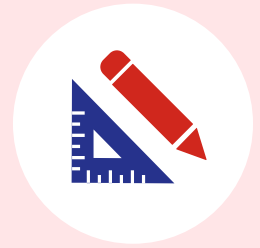
As a new recruiter, it's essential to stay organized, understand your responsibilities, and know when to seek guidance. This checklist will help you navigate your role effectively and maintain compliance with employment laws, company policies, and ethical hiring practices.

1. Understand your company's hiring policies and processes

- a. Review the employee handbook and recruiting guidelines**
 - ☐ Learn about pay structures, benefits, time-off policies, and legal compliance requirements.
 - ☐ Understand internal hiring processes and documentation requirements.
- b. Familiarize yourself with job posting and offer processes**
 - ☐ Know the approval process for job postings.
 - ☐ Understand how offers are structured (salary bands, bonuses, equity).
- c. Learn your company's ATS (Applicant Tracking System)**
 - ☐ Track applications
 - ☐ Manage interview stages
 - ☐ Document candidate communication.
- d. Identify internal contacts and stakeholders across critical functions**
 - ☐ HR business partner (HRBP)
 - ☐ Compensation, benefits, and total rewards
 - ☐ Compliance or legal
 - ☐ Diversity, Equity, Inclusion and Belonging (DEIB)
 - ☐ Hiring managers and other decision-makers
 - ☐ Senior recruiters and leadership

Notes:

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2. Stay compliant with employment laws and regulations

a. Continue to learn about the impact of federal laws in hiring

- ☐ EEO (Equal Employment Opportunity) – Avoid discrimination based on race, gender, age, disability, etc.
- ☐ ADA (Americans with Disabilities Act) – Provide reasonable accommodations in hiring.
- ☐ FLSA (Fair Labor Standards Act) – Understand exempt vs. non-exempt classifications.
- ☐ FCRA (Fair Credit Reporting Act) – Background checks require candidate consent.

b. Continue to learn about state and local hiring laws

- ☐ Salary History Ban: Some states prohibit asking about past compensation.
- ☐ Ban-the-Box: Many states restrict criminal history inquiries early in hiring.
- ☐ Pay Transparency: Certain states (e.g., CO, NY, CA) require salary disclosure in job postings.

c. Ensure compliance with I-9 and work authorization

- ☐ Review Form I-9 requirements and the E-Verify process (if applicable).
- ☐ Know what documents candidates need to provide for work authorization.

d. Avoid illegal or biased interview questions Do NOT ask about:

- Age, marital status, religion, disability, sexual orientation, or family plans.
- Salary history (if banned in the hiring location).
- Citizenship status (instead, confirm work authorization eligibility).

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3. Master Recruiting Communication

a. Prepare responses for candidate FAQs (frequently asked questions)

- ☐ Salary & Benefits: "Can you tell me about the salary range for this role?"
- ☐ Work Authorization: "Does the company sponsor work visas?"
- ☐ PTO & Holidays: "How many vacation days do employees receive?"

b. Follow ethical recruiting practices

- ☐ Provide accurate information about roles and expectations.
- ☐ Communicate clearly and promptly with candidates.
- ☐ Do not misrepresent job duties, benefits, or career growth opportunities.

c. Know when to escalate or seek guidance

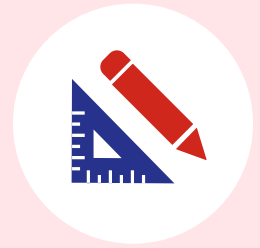
- ☐ If a hiring manager asks illegal or inappropriate interview questions.
- ☐ If there is confusion about salary history bans or pay transparency laws.
- ☐ If a candidate raises a legal or discrimination concern.

If you're unsure how to apply a specific company policy in a hiring situation.

- ☐ Anytime you feel unsure about a topic or answer

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4. Learn from experienced recruiters and industry resources

a. Schedule time to meet with key stakeholders

- ☐ Meet with HR, Compensation, and legal teams to clarify hiring policies.
- ☐ Shadow senior recruiters to learn best practices.
- ☐ Seek a mentor in leadership.

b. Ask relevant questions:

- ☐ How does the company approach compensation and pay transparency?
- ☐ How are salary bands determined, and when can they be adjusted?
- ☐ What hiring compliance challenges have we faced in the past?
- ☐ How does leadership view diversity hiring goals?
- ☐ Are there common pitfalls in interviews that I should be aware of?
- ☐ Who should I escalate legal or compliance concerns to?

c. Attend company-sponsored training

- ☐ Compliance and EEO training
- ☐ Interview best practices
- ☐ Compensation and benefits overview

d. Follow industry resources for legal and compliance updates

- ☐ SHRM (Society for Human Resource Management) – Legal updates & hiring trends.
- ☐ EEOC (Equal Employment Opportunity Commission) – Anti-discrimination policies.
- ☐ State Labor Department Websites – Local hiring law updates.

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