Course : Recruiting without discrimination

Practical course - 3.5 hours - Ref. 9DC
Price : 370 € E.T.

★★★★½ **4,2 / 5**

Since January 2017, companies have been obliged to train their employees in charge of recruitment in non-discrimination in hiring. This training therefore helps identify points to watch out for and good practices to prevent the risks of discrimination when recruiting.

◎ Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Ensure legal compliance of the recruitment process
- ✓ Secure your practices at every stage of recruitment
- ✓ Adopting the right interview posture

Intended audience
HR, manager, recruitment consultant.

Prerequisites
No special knowledge required.

Practical details
Teaching methods
Active, participative teaching methods. Alternating theory/practice based on exercises, quizzes and individual and group games.

Course schedule

1 Respecting the principles of non-discrimination in the workplace

- Identify the principle of non-discrimination in labor law: direct and indirect discrimination, criteria...
- Identify the risks for the company and the players involved.
- Understand the importance of internal regulations and employer branding.

Hands-on work
Quizzes on concepts, regulatory framework and typical situations. Experience sharing.

PARTICIPANTS
HR, manager, recruitment consultant.

PREREQUISITES
No special knowledge required.

TRAINER QUALIFICATIONS
The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS
The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

TEACHING AIDS AND TECHNICAL RESOURCES
• The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
• At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
• A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

2 Prevent the risk of discrimination at every stage of recruitment

- Clarify your needs in terms of skills.
- Write a job offer.
- Implement a non-discriminatory process: CV screening and telephone pre-qualification.
- Use specific tools to prevent the risk of discrimination: anonymous CV, MRS, structured interview, etc.
- Organize traceability at each stage of recruitment: grids and reports.

Hands-on work

Identify discriminatory criteria in a job offer, distinguishing between direct and indirect discrimination. Analysis of case law and discussion of skills assessment.

3 Adapting recruitment interview practices

- Become aware of the role and impact of stereotypes on our recruitment choices and on candidates.
- Identify the points to watch at different stages of the interview.
- Identify irrelevant and illegal interview questions.

Hands-on work

Analysis of the stereotypes hidden behind various questions and statements made in job interviews. Analysis of practices.

Dates

REMOTE CLASS
2026 : 24 Apr., 26 June, 28 Aug., 30 Oct., 18 Dec.