

## M+N Hiring Process Guidance

February 24, 2010



You may know how to get information about job applicants...

but, can you do it without violating employment laws?

Our clients lament to us that one of their greatest human resources challenges is hiring reliable, qualified employees. Employment laws place ever growing restrictions on the ability of employers to ask questions and get information about job candidates. Employers need to know how they can get critical information about job applicants without violating employment laws. The [M+N Hiring Process Guidance](#) leads employers through the hiring process toward the goal of selecting the best candidate while minimizing legal liability.

The [M+N Hiring Process Guidance](#) provides the practical advice, checklists and sample forms that employers need to achieve a successful hiring process.

This valuable resource of materials includes:

<p>+ Legal "Do's and Don'ts" in the Hiring Process.</p>	<p>+ Model Employment Application.</p>	<p>+ Hiring Procedures Checklist.</p>
<p>+ Acceptable and Unacceptable Interview Questions.</p>	<p>+ Sample Forms:</p> <ul style="list-style-type: none"> <li>○ <i>reference request and release,</i></li> <li>○ <i>offer/decline letters,</i></li> <li>○ <i>I-9 form,</i></li> <li>○ <i>initial COBRA notice,</i></li> <li>○ <i>and MORE.</i></li> </ul>	<p>+ Instructions/Forms for Conducting Background Checks in Compliance with the Fair Credit Reporting Act.</p>

To request the [M+N Hiring Process Guidance](#), or for additional information, please contact [Melanie Webber](#) or [Maribeth Wuertz](#) of Millisor + Nobil's [Human Resources Practice Group](#) (800/800-8806).

### Cleveland

9150 South Hills Boulevard, Suite 300  
Cleveland, OH 44147  
Ph: (440) 838-8800 | (800) 800-8806  
FX: (440) 838-8805

### Canton

4450 Belden Village Street NW, Suite 601  
Canton, OH 44718  
Ph: (330) 493-8525 | (888) 867-6869  
FX: (330) 493-8606

### Columbus

300 East Broad Street, Ste. 190  
Columbus, OH 43215  
Ph: (614) 221-2234 | (800) 800-8807  
FX: (614) 221-1278