

## **The Anatomy of a Healthy Work Place Environment**

### **Practice Pointers for Creating, Implementing and Adhering to Best Employment Practices**

#### **The Evolution of Potential Employment Law Claims**

- Federal statutory actions including Title VII claims
- State common law and statutory claims
- Local ordinances
- Administrative prerequisite to certain claims

#### **Recognizing Human Resource Issues and Concerns and Policing Adherence to Best Practices**

- Auditing Internal Systems
- Communication Methods
- Creating internal employee procedures and policies
- Training supervisors
- Consistent application of policies and procedures

#### **Recruitment**

- Recruitment methods
- Internal referrals
- Employment agencies
- Executive searches
- Present employee considerations

#### **Employment Application Process**

- Privacy Considerations
- Prohibited Inquiries
- Disclaimer on retention/re-application/application policies
- Confidential Information/Release Forms

#### **Interviewing Pointers**

- Prudent interview processes and procedures
- Preliminary screening/blind screening
- Who conducts the interview

### **Hiring Processes and Procedures**

- Offer of employment
- Pre and post offer of employment testing
- Monitoring timing of offers and duration of offer
- Accommodation requests pre and post offer of employment

### **Internal Operations and Procedures**

- Discipline
- Termination
- Avoid Unintended Commitments At-Will Employment
- Employee Handbooks Pros and Cons
- Setting reasonable employer and employee expectations
- Personnel Files
- Illinois Personnel Records Act