

HONG KONG BAPTIST UNIVERSITY

P598/EO3

Equal Opportunities in Employment

Guidance Notes on Staff Selection Process

The University is committed to the active pursuit of equal opportunity in employment. In this regard, staff members should take note that legislation on equal opportunities in Hong Kong has made it unlawful for any person to discriminate against a job applicant on the grounds of sex, marital status, pregnancy, breastfeeding, disability, family circumstances and race.

Application of Consistent Selection Criteria

Staff members involved in the staff selection process should ensure that recruitment decisions are made on the basis of consistent selection criteria, i.e. the job requirement as set out in the conditions of appointment for the respective staff grades. Individuals should be assessed on the basis of the job requirements and their relevant aptitudes, skills and abilities, and not the other considerations which are not relevant to the job requirements. In this regard, it may be helpful to remember that:

- a. it is not appropriate to make assumptions about the abilities of persons with a disability, or on the grounds of sex, marital status, pregnancy, breastfeeding, family status, or race, which may not truly reflect the individual; and
- b. it is unlawful to instruct or put pressure on others to discriminate.

Conducting Interviews

Staff members involved in conducting employment interviews should ensure that all job applicants in the interviews are being treated fairly and assessed in accordance with the consistent selection criteria of the post, and that only questions relevant to the requirements of the job should be asked. Hereunder are some helpful points to follow:

- a. Questions that could likely give rise to allegation of discrimination should be avoided. Examples are questions relating to the person's spouse, children, family, race or medical information. Although there is currently no Ordinances governing discrimination on the grounds of age, religion or sexual orientation, questions that could be construed as discrimination on these grounds should also be avoided.
- b. Questions about the person's child-bearing/breastfeeding plan and who will take care of the children should not be asked.

- c. Where it is necessary to assess whether personal circumstances will affect performance of the job (e.g. where it involves unsociable hours or extensive travel), this should be discussed objectively without posing questions about disabilities, race, marital status, children, family and domestic obligation.
- d. Where it is necessary to point out to an applicant that certain work conditions may have adverse effects to breastfeeding women or women in pregnancy e.g. exposure to some hazardous material (e.g. lead or radioactive materials), this should be stated in a factual manner.
- e. It is not appropriate to ask questions relating to how a male applicant would feel working in an office environment which is predominantly female; and vice versa.

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