



This webinar will start shortly

Thank you for joining with us!



Hiring Without Headache: How to Stay Compliant From Job Posting to First Day

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Agenda

- 01 Assess your needs and wants
- 02 Job description
- 03 Using AI in recruiting
- 04 Interview preparation
- 05 Interview do's and don'ts
- 06 Assessing candidates
- 07 Make an offer



Assess your Needs and Wants

- Define the role that needs to be filled
- This requires an investment of time to identify what the employee will be required to do in the role and what the company wishes to have the employee achieve



Job description

- Assess the qualities needed to fulfill the core duties and essential functions of the job
- Do not rely on outdated job descriptions
- Compensation and benefits
- Include your company's purpose and culture



Using AI in Recruiting

- How AI Is Being Used in Recruiting Today
- When AI Goes Rogue - The Risks HR Must Understand
- How HR Can Use AI Responsibly



Interview Preparation

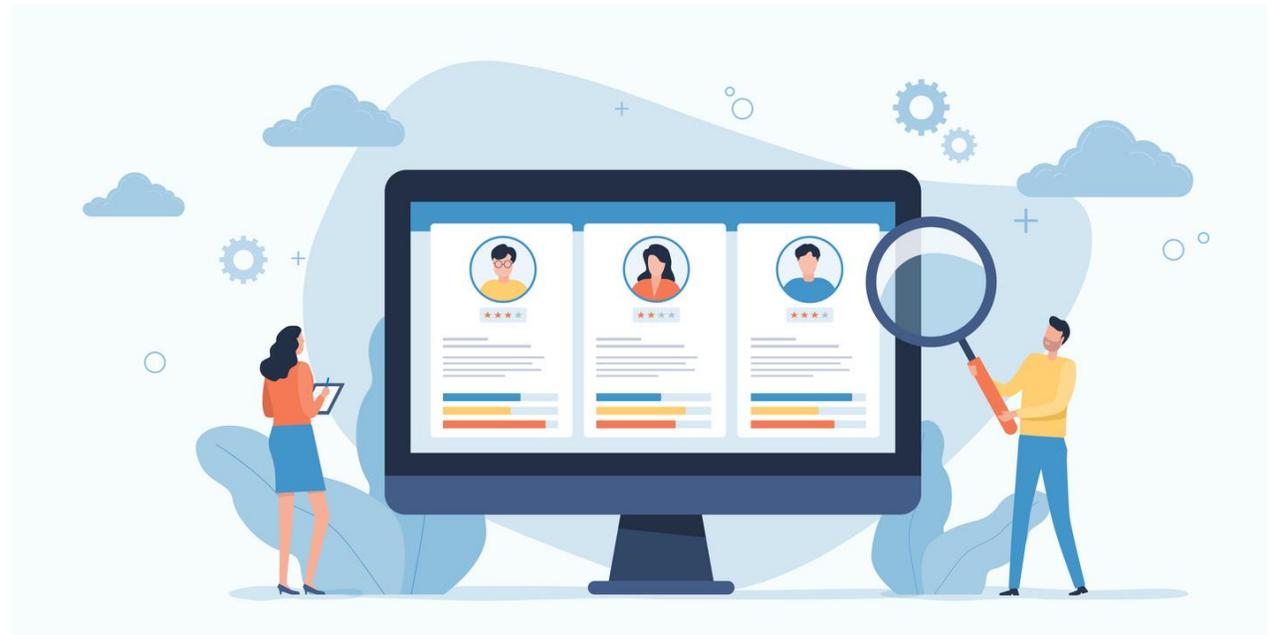
- Establish interview procedures and provide training
- Designate time for scheduling, documentation, and record retention
- Prepare interview panels: scripts, question banks, evaluation forms, and communication guidelines
- Create a workflow between HR, hiring managers, and legal counsel
- Align interview practices with organizational policies, cultural expectations, and legal requirements

Interview Do's and Don'ts: What to Ask, What to Avoid

- Job-related inquiries and how to frame them appropriately
- High-risk questions involving protected classes, personal circumstances, or sensitive topics
- Handle candidate disclosures without steering into impermissible areas
- Avoid conversational pitfalls, small talk, assumptions, off-script questions, casual comments
- Provide consistent, accurate information about the role, expectations, and next steps

Assessing Candidates

- Job requirements - do they have the skills?
- Company culture – do they appear to be a good fit?
- Reference Check – ask probing questions



Make an Offer

- Offer Letter or Employment Agreement
- Clearly defined role
- Contingencies
 - Background check
 - I-9
 - Non-Disclosure
 - Restrictive Covenants



Questions?





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Thank you!

