

Finding the best talent

Carole Kaptur, SHRM-SCP, HCS, RCE
Kelsi Dunn, SHRM-CP, HCS
Strategic Association Management





Job Postings

- Job description to ad
 - A great place to work
 - How to apply
 - State pay transparency laws
-





Resumes

- Meet qualifications
 - Relevant experience
 - Red flags
-

- 1. Title VII of the Civil Rights Act of 1964**
 - 1. race; gender, gender identification, sex, sexual orientation, color, national origin, religion, marital status**
- 2. Age Discrimination in Employment Act**
- 3. Americans with Disabilities Act as Amended**
- 4. Immigration Reform and Control Act**
- 5. Genetic Information Nondiscrimination Act**
- 6. National Labor Relations Act – terms and conditions of work**
- 7. Uniformed Services Employment and Reemployment Rights Act**
- 8. Bankruptcy Act**
- 9. Consumer Credit Protection Act**
- 10. “Black Box” - Arrest records and criminal convictions**
- 11. Pregnancy Discrimination Act**
- 12. Pre-employment polygraphs and pre-employment test**

NATIONAL ASSOCIATION OF REALTORS®

Human Resources Tool Kit

Conducting Interviews: Impermissible and Permissible Questions

Age	Arrest record, criminal conviction	Credit information
Citizenship	Disability	Driver's license
Educational attainment	Emergency contact info	English language skills
Height and weight	Marital or family status (child-care arrangements and/or benefit plan selection)	Race
Color	Sex, sexual orientation or identification	Military status and/or records
Gender, gender identification	Current Salary	Hair style

DO NOT ASK	YOU MAY ASK
Do you have a car? Do you take the bus?	Do you have reliable transportation that will get you to and from work each day?
Do you have kids? How old are they?	This job involves unscheduled overtime with short notice. Can you meet these requirements? (should be in job posting)
Are you married? Have kids?	This job requires a lot of travel. Will that be a problem?
How old are you?	If hired, can you offer proof that you are at least 18 years of age?
Are you a citizen? That's an interesting accent. Where are you from?	Are you legally eligible to work in the U.S. without sponsorship?
Does your religion prevent you from working weekends or holidays?	State the regular days and hours. Will these hours be a problem?
Are you disabled? What is the nature of your disability?	Are you able to perform the essential functions of this job with or without reasonable accommodation?



“Past success is the best predictor of future success.”

S – situation
T – task
A – actions taken
R – results achieved

You're Hired!

Verbal offer contingent on:

- Reference checks
- Background checks!!!

Tentative start date

Written offer to include:

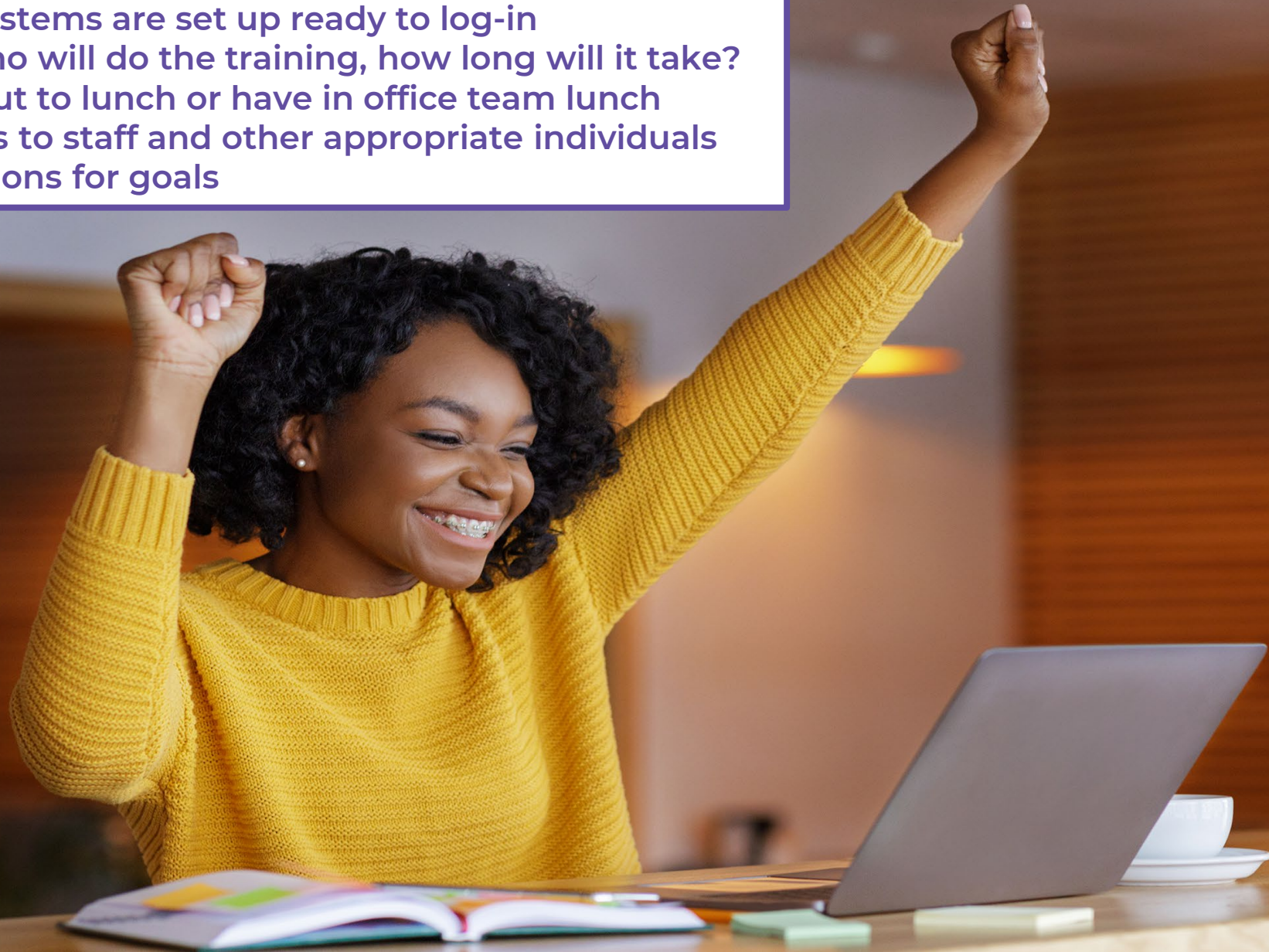
Official start date

FLSA exemption status with pay

- (for non-exempt express as hourly rate, “which when annualized is \$xx,xxx; for exempt express as semi-monthly or consistent with payroll schedule, “which when annualized is \$xx,xxx)
- Brief overview of benefits, e.g., medical, dental, vision, time off policy, and any retirement benefits.
- Complete I9 within three days of working. Provide link to acceptable documents.

Onboarding

- Make sure systems are set up ready to log-in
- Training – who will do the training, how long will it take?
- Take them out to lunch or have in office team lunch
- Introductions to staff and other appropriate individuals
- Set expectations for goals



Want help?? We're here for you!



Carole Kaptur
Director, HR Outreach

- ckaptur@nar.realtor
- 312-329-8311



Kelsi Dunn
Manager, HR Outreach

- kdunn@nar.realtor
- 312-329-8518

THANK YOU.



#NARAEI2023



nar.realtor/AEI

THAT'S WHO WE 

 **NATIONAL
ASSOCIATION OF
REALTORS®**