

Personalsuche, aber rechtlich richtig!

Nicht nur Personalsuche ist schwierig, auch die korrekte Formulierung der Stellenausschreibung. Im ersten Teil der Serie fasst die erfahrene HR-Expertin Anna Kraft das Gleichbehandlungsgesetz zusammen.



Die Personalsuche muss im Text der Anzeige rechtlich korrekt formuliert werden. © Eric Prouzet / Unsplash

DYfgcbU`gi W\Y`a]h[YgYhn`]W\`f]W\h][Ya
HYI h

9g[]Vh`Y]bY`J]Y`nU\``[YgYhn`]W\Yf`i bX`_c``Y_h]] j YfhfU[`]W\Yf
6Ygh]a a i b[Ybž`X]Y`VY]a `9]bghY``Yb`j cb`bYi Ya `DYfgcbU`ni
VYUW\hYb`g]bX``b`X]YgYa ``; YgYhnYgXgW\i b[Y` `X]Y`I VYfg]W\h`ni
VY\U`hYbž`_Ubb`g]W\`U`g`gY\`f`nY]h]bhYbg]] Y`i bX`Ui W\`_cghgd]Y`[Y
5i Z[UVY`Yfk Y]gYb``I bX`Ui W\`gW\cb`bi f`XYf`_Y]bghY` : Y\`Yf`_Ubb
gY\`f`gW\by``_cghYb]bhYbg]] Y`bUW\hY]] [Y`5i gk]f_i b[Yb`Ui Z`XYb
gi W\YbXYb`5fVY]h[YVYf`\UVY``8Ua]h`XUg`b]W\h`dUgg]Yfhž[]`h`Ygž

Y]b][Yg'ni 'VYUW\hYb"8Yf'; YgYhnYghYI h'\Yfni ']gh'i a ZUb[fY]W\ " 8U\Yf'VYgW\UZh[h'g]W\ 'X]YgYf'YfghY 'HY]'XYf'5fh]_Y'!GYf]Y'i a 'XUg' ; 'Y]W\ VY\UbX'i b[g[YgYhn'VY]'GhY''YbUi ggW\ fY]Vi b[Yb'i bX XYfYb'6YgYhni b["

8]g_f]a]b]Yfi b[gj YfVchY 'VYUW\hYb

8Ug'; 'Y]W\ VY\UbX'i b[g[YgYhn'g]Y\h'Zc'[YbXY 8]g_f]a]b]Yfi b[gj YfVchY'j c f. '; YgW\ 'YW\h'Yh\ b]gW\Y Ni [Y\cf][_Y]h'F Y'] [cbž'K Y'hUbgW\Ui i b[ž'5'hYf'i bX'gYI i Y''Y Cf]Ybh]Yfi b["Ni gUhn'W\ 'fY[Y'h'XUg 6Y\]bXYfhYb['Y]W\ ghY''i b[g[YgYhn'Ui W\ 'bcW\ 'Y]b 8]g_f]a]b]Yfi b[gj YfVch'k Y[Yb'Y]bYf'6Y\]bXYfi b["<]Yf']gh'ni VYUW\hYbž'XUgg'XYf'; fUX'XYf'6Y\]bXYfi b['ffY'Yj Ubh']ghž'X]Yg' []'h Ui W\ 'VY]'Y]bYf'6Y\]bXYfi b['i bhYf') \$'DfcnYbh"8Ug'VYXYi hYh k]YXYfi a ž'XUgg'b]Ya UbX'Ui Z[fi bX'XYf'cVYb'Ub[YZ\ \fhYb 8]g_f]a]b]Yfi b[gj YfVchY'i ba]hhY'VUf'cXYf'a]hhY'VUf'X]g_f]a]b]Yfh k YfXYb'XUfZž'Ui W\ 'b]W\ h'VY]'XYf'; YghgYhni b['XYg'9bh[Y'hg'gck]Y VY]'XYf'6Y[fi bXi b['XYg'5fVY]hgj Yf\U'hb]ggYg"

GhY''Yb]bgYfUhž'K c fgh'7UgY

K Ug'VYXYi hYh'XUg'Yhnh3'8Ug'VYXYi hYhž'XUgg'[fi bXgUhn'W\ '5@@9 GhY''YbUi ggW\ fY]Vi b[Ybž'5i gk U\ 'j YfZU\ fYb'i bX GhY''YbVYgYhni b[Yb'X]g_f]a]b]Yfi b[gZfY]'gY]b'a i ggYb" ; Ygi W\ h ?fUZh[Yf'a Ubb']W\ Yf'<]'ZgUfVY]hYf'Zi f': 'Y]gW\ YfY]VYhf]YV'a]h Ui g[YnY]W\ bYhYb'8Yi hgW\ _Yb b hb]ggYbž'<cW\ ghU'hYf' ' + 'X\ fY" K Ug']gh'\]Yf'ZU'gW\ 3'<]YfVY]'UbXY'h'Yg'g]W\ 'i a 'Y]b'a Y\ fZUW\ X]g_f]a]b]YfYbXYg'6Y]gd]Yž'XYbb'bVYb'XYf'8]g_f]a]b]Yfi b[Ui Z[fi bX'XYg'; YgW\ 'YW\hg'i bX'5'hYfgž']gh'Ui W\ 'X]Y'5bZcfXYfi b[XYf'8Yi hgW\ _Yb b hb]ggY'Yh\ b]gW\ 'X]g_f]a]b]YfYbX"8i fW\ 'X]YgY : cfa i 'Y]fi b['k YfXYb'Ui Z'XYa '5fVY]hga Uf_h'VYZ]bX'W\ Y 6Yk YfVYfž'X]Y'8Yi hgW\ 'b]W\ h'U'g'A i hhYfgd fUW\ Y'j c f k Y]gYb _cbbYbž'UV[Y\U'hYb'g]W\ 'ni 'VYk YfVYb"Ni gUhn'W\ 'a i gg'Yg'Ui W\]a 'J Yf\U'hb]g'ni 'XYf'Ui g[YgW\ f]YVYbYb'GhY''Y'gY]bž'XYbb Ui g[YnY]W\ bYhY'8Yi hgW\ _Yb b hb]ggY'g]bX'VY]gd]Y'gk Y]gY'Zi f'Y]bYb @U[YfUfVY]hYf'b]W\ h'k]f_'W\ 'YfZcfXYf'W\ "

K Y`W\Y': c`[Yb`_Ubb`Yg`[YVYb3

K Ybb`[Y[Yb`XUg'; YVch`XYf`b]W\h`X]g_f]a]b]YfYbXYb
GhY``YbUi ggW\fy]Vi b[`Yfgha U`][`j Yfghc»Yb`k]fXž`_ca a h`Yg`ni
Y]bYf`J Yfk Ufbi b[`j cb`XYf`6Yn]f_gj Yfk U`hi b[gVY\cfXY""K]fX
`YXcW\`UVYfa U`g`XU[Y[Yb`j Yfghc»Ybž`k]fX`Y]bY'; Y`XghfUZY`j cb
V]g`ni `` *\$`9i fc`j Yf\Ub[h``8Ufi VYf`\]bUi g`_Ubb`Yg`ni
GW\UXYbgYfgUhnUbgd fi W\Yb`_ca a Ybž`k Ybb`6Yk YfVYf.]bbYb`VY]
XYf`6Y[fi bXi b[`Y]bYg`5fVY]hgj Yf\U`hb]ggYg`VYbUW\hY`][h
k YfXYb""8]YgYf`9fgUhnUbgd fi W\`VYhfU[h'a]bXYghYbg`nk Y]
A cbUhYbh[Y`hYž`k Ybb`XYf`GhY``Ybk YfVYf`VY]
X]g_f]a]b]Yfi b[gZfY]Yf`5i gk U\`X]Y`GhY``Y`Yf\U`hYb`\UhhYž`cXYf`V]g
ni`) \$\$`9i fcž`k Ybb`XYf`5fVY]h[YVYf`bUW\k Y]gYb`_Ubbž`XUgg`XYf
GW\UXYb`Xi fW\`X]Y`8]g_f]a]b]Yfi b[`bi f`XUf]b`VYghY\hž`XUgg`X]Y
6Yk YfVi b[`b]W\h`VYfi W_g]W\h][h`k i fXY"
8UVY][`]h`F YW\hgUbgd fi W\`_Ubb`XYf`GhY``Ybk YfVYf`V]bbYb`gYW\g
A cbUhY`UV`5V`Y\bi b[`XYf`6Yk YfVi b[`] Y`hYbX`a UW\Yb"

8]Y`f]W\h][Y`GhY``YbUi ggW\fy]Vi b[

Gc`Zcfa i `]YfYb`G]Y`_cffY`hi bX`fUi a Yb`U``Yb`X]Y`[`Y]W\Yb
7\UbW\b`Y]b.
`8]Y`GhY``YbUi ggW\fy]Vi b[`Ub`cV`Y_h]j Yb`i bX`VYfi Z]W\Yb
?f]hYf]Yb`Ui gf]W\hYb"
`5bZcfXYfi b[Yb`gc`Zcfa i `]YfYbž`XUgg`g]W\`U``Y`ei U`]Z]n]YfhYb
5fVY]hg_fUZhY`Ub[Ygd fcW\Yb`Zi \`Yb
`?Y]bY`9]bgW\fUb_i b[Yb`\]bg]W\h]W\`; YgW\`YW\hž`5`hYfž
<Yf_i bZhž`K Y`hUb gW\Ui i b[ž`gYi i Y``Yf`Cf]Ybh]Yfi b[ž`F`Y`][]cbž
9\Y!`cXYf': Ua]]YbghUbX""8]Y`5i gbU\`a Y.`8]YgY`A Yf_a U`Y`g]bX
XUbb`ni`Ugg][ž`k Ybb`g]Y`Y]bY`k YgYbh]W\Y`i bX`YbhgW\Y]XYbXY
VYfi Z]W\Y`5bZcfXYfi b[`g]bX`cXYf`Y]b`VYgh]a a h`Yg'; YgW\`YW\h
i bj Yfn]W\hVUFY`J cfUi ggYhni b[`Zi f`X]YgY`5fVY]h`gh"
`5i W\`Y]bY`I a gW\fy]Vi b[`j cb`A Yf_a U`Yb`]gh`Y]bY': cfa `XYf
8]g_f]a]b]Yfi b[`.`6Yfi ZgY]bghY][Yf.]bbYb`_U`g`j YfdZ]W\hYbXYg
?f]hYf]i a ž]gh`Yhk U`Y]b`<]bk Y]g`Ui ZXUg`[Yk i bgW\hY`5`hYf""5i W\
X]Y': cfa i `]Yfi b[Yb``9i #9K F`GhUUhgVi f[YfgW\UZh`cXYf` dYfZY`hY
8Yi hgW\`Ybbhb]ggY`_U`g`j YfdZ]W\hYbXYg`?f]hYf]i a ž]gh`Y]b
<]bk Y]g`Ui ZX]Y`<Yf_i bZh

´ Æf`GhY`Yb]bgYfUh`Ybh\U`h`XUg`Zi f`X]Y`GhY`Y`[Y`hYbXY
_c`Y_h]j j YfhfU[`]WXY`cXYf`XUg`Xi fW`XUg`; YgYhn`cXYf`UbXYfY
Bcfa Yb`XYf`_c`Y_h]j Yb`FYW`hg[YghU`hi b[` [Y`hYbXY
A]bXYghYbh[Y`hž`]b_`i g]j Y` ÆfYf`6YfY]hgW`UZh`ni f`I VYfnU`i b[ž
gcZYfb`X]YgY`VYghY`h"
6YfY]hYb`G]Y`g]W`Y]b`GhUbXUfXUbhk cfhgW`fY]VYb`f9!A U]`Ł`Zi f`U`Y
Y]b_ca`a YbXYb`6Yk YfVi b[ggW`fY]VYb`j cf``5W`hYb`G]Y`XUfUi Zž
XUgg`X]YgY`9!A U]`X]Y`6Ygh]a`a i b[Yb`XYf`8G; J C`VY]b`U`hYh"
BUW`XYa`Xi fW`[YZi \fhYb`6Yk YfVi b[g[YgdfUW`žgc`hYb`G]Y
j Yfgi W`Ybž`X]Y`k]W`h][ghYb`9W_di b_hY`i bX`ð\U`hY`gW`f]Zh]W`
ZYghni \U`hYb``J Yfgi W`Yb`G]Y`Ui W`ž`Y]W`h`bUW`k Y]gVUfY
5f[i a YbhYž`X]Y`Zi f`Vnk ``[Y[Yb`Y]bY`YfZc`[fY]W`Y`6Yk YfVi b[
[YgdfcW`Yb`\UVYbž`\YfUi gni UfVY]hYb``6Yk U`fYb`G]Y` ÆfY
5i ZnY]W`bi b[`i bVYX]b[h`Ui Z`

æVgi W`Y`Ui Zi k k k "Z`Y]gW`i bXW`"Uh

I Vf][Ybg.`5i Zi: `Y]gW` / `7c`[]Vh`Yg`Y]bY`i a ZUggYbXY`æVVcfgY
\Yf`k YfXYb`U`Y`5i ggW`fY]Vi b[Yb`fi bX`i a`X]Y`:`Y]gW`YfVfUbW`Y
[Y`]ghYhi bX`Yg`[]Vh`Ui W`X]Y`A c[`]W`_Y]h`f f`k Yb][; Y`XŁ`gY`Vgh
ni `]bgYf]YfYb"

6Ygi W`Yb`G]Y`i bg`Ui Zi `Z`Y]gW`i bXW`"Uh