

Australian Standard[®]

Employment screening



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The following are represented on Committee MB-009:

- Australian Council of Trade Unions
 - Australian Human Resources Institute
 - Batchelor Institute of Indigenous Tertiary Education
 - Department of Employment and Workplace Relations (Federal)
 - La Trobe University
 - Recruitment and Consulting Services Association
 - The University of New South Wales
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Employment screening

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PREFACE

This Standard was prepared by the Australian Standards Committee MB-009, Human Resources and Employment.

A thorough employment screening process is considered to be a highly effective way of minimizing and guarding against some potential risks. The objective of the screening process is to reduce the risk of a potential security breach and to ensure the integrity, identity and credentials of personnel within an organization.

The term ‘informative’ has been used in this Standard to define the application of the appendices to which it applies. An ‘informative’ appendix is only for information and guidance.

CONTENTS

	<i>Page</i>
1 SCOPE.....	4
2 OBJECTIVES	4
3 LEGISLATION AND REGULATION	4
4 CONSENT	4
5 REFERENCED STANDARDS.....	4
6 DEFINITIONS.....	4
7 EMPLOYMENT SCREENING	5
8 RECORDS AND DOCUMENTATION.....	8
9 PERSONNEL EMPLOYED IN SCREENING.....	9
10 RIGHT OF REVIEW	9

APPENDICES

A EMPLOYMENT SCREENING FLOWCHART.....	10
B 100 POINTS FORMULA—EXAMPLE	11
C BIBLIOGRAPHY.....	12

STANDARDS AUSTRALIA

Australian Standard Employment screening

1 SCOPE

This Standard has been developed to form a basis for industry or organizational specific screening policies and procedures. It applies equally to organizations in both the private and public sector. Employment screening, for the purpose of this Standard, is the process of verifying, with the consent of the individual, the identity, integrity and credentials of an entrusted person and should apply to any individual that is, or will be, entrusted with resources and/or assets. Other recruitment activities such as talent matching is beyond the scope of this Standard.

2 OBJECTIVES

A thorough employment screening process is an integral component of risk management and is itself an effective way of minimizing and guarding against a range of potential risks. The objective of the employment screening process is to ensure the integrity, identity and credentials of personnel within an organization, and to provide assurance that people entrusted within an organization are worthy of that trust.

3 LEGISLATION AND REGULATION

This Standard is complimentary to various Commonwealth, State and Territory legislation and negotiations which impact upon employment screening.

When employment screening deals with reference to identified positions of trust and care, this Standard is subject to any overriding statute and or regulations.

4 CONSENT

Employment screening should be conducted within the confines of relevant legislation and with the informed consent of the entrusted person.

5 REFERENCED STANDARDS

AS/NZS

4360 Risk management

5.1 Relationship with other Standards

This Standard should be read, construed and applied in conjunction with the following Australian Standards:

AS

8001 Corporate governance—Fraud and corruption control

AS ISO

15489 Records management

6 DEFINITIONS

For the purposes of this Standard the definitions below apply.