

Employee Screening Procedure Policy

PURPOSE

Minimises EMtek's risk arising from accidental or deliberate malpractice in employee roles.

INTRODUCTION

The intention of employee screening is to minimise the risk to the organization arising from accidental or deliberate malpractice in the role. The organization has a duty to perform due care and due diligence when hiring new employees, particularly those that will operate in positions of trust.

This screening procedure and associated checklist should be used once a recruitment decision has been made in principle, but before the final job offer has been made. It is not intended that this should be done after the employee has started work as this would be subject to a separate legal, regulatory and moral framework.

This control applies to all prospective employees of the organization, particularly those who will have access to EMtek IT systems.

The following policies and procedures are relevant to this document:

- Segregation of Duties Guidelines.
- Employee Screening Checklist.
- New Starter Checklist.

EMPLOYEE SCREENING PROCEDURE

The recruitment process will have provided relevant job descriptions and person specifications and advertising and interviewing will have taken place in a manner appropriate to the role. The preferred candidate will have provided information both written and verbal in support of his or her application. The purpose of this screening procedure is to ensure that as much as possible of the information provided can be verified before employment.

The specific screening activities that should be applied in any particular case will depend on a number of factors including the following:

- The classification of information they will have access to.
- If the role will have access to financial assets.
- The level of potential to cause harm to the organisation.
- Level of involvement in technology.
- Whether driving a motor vehicle is required.
- If likely to come into contact with minors.

A judgement must be made in each case about the levels of screening to be applied. This should reach a balance between being rigorous enough to protect the organisation without being overly expensive or time-consuming.

The table below provides initial guidance regarding the screening checks available and the criteria that may be used in deciding whether to apply them.

The accompanying checklist should be used to record the screening checks carried out and their results. The following screening checks are available and should be used in the circumstances stated.

Screening check	Criteria for selection	Task to be completed
Personal references	In all cases	At least one satisfactory reference of the candidate's choice
Work references	In all cases	At least one satisfactory reference from most recent previous employer
Confirm academic and professional qualifications	In all cases	All qualifications that have a bearing on the ability to perform the role or are pre-requisites should be checked to ensure they are genuine
Confirmation of identity	In all cases	Sight of original passport
Drug and substance testing	In all cases	Identify any possible problems with addiction
CV Work History verification	In all cases	Contact all employers over the last 5-10 years (depending on level of role) to confirm job titles, salary, responsibilities and reason for leaving. Identify any gaps in employment
Credit review	Where the role will involve dealing with financial amounts considered to be significant e.g. in Finance department	Assess credit rating and identify any potential for risk
Criminal records check	a) Where the role will involve dealing with financial amounts considered to be significant. b) Where the role involves coming into contact with minors.	Identify any criminal convictions
Suspected Terrorist Watch List	The role is in an industry which may be a target for terrorist activities	Find out if the candidate is on the list