STANDARDS
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Employment Screening Handbook

handbook

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HB 323—2007

Handbook

Employment screening handbook

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Preface

This Handbook was prepared by the following authors for the Standards Australia Committee MB-009, Human Resources and Employment:

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The objective of this Handbook is to provide a broad framework and core processes that should be included in an employment screening process, project or program of work. Together with the Standard (AS 4811—-2006 Employment Screening) this Handbook outlines a base line for the conduct of employment screening along with a number of generally accepted practices. Some organizations may choose to implement more detailed employment screening measures. Regardless of what level of employment screening is implemented, it should be based on a thorough understanding of the organization and the risks that the organization has to manage.

It is intended that this Handbook can be used by any size or type of organization—from large multinationals to small businesses, not-for-profit agencies and government agencies—that has identified the requirement for, and merit of, developing effective employment screening processes. However, some recommendations may be more appropriate to some types of organization, rather than others.

A thorough employment screening process is considered to be a highly effective way of minimizing and guarding against some potential risks and ensuring that the appropriate person is selected for a position. The objective of the screening process is to reduce the risk of a potential breach and to ensure the integrity, identity and credentials of people within an organization.

The field of employment screening is rapidly evolving and as such this Handbook cannot cover all aspects and variant approaches to it. The authors have endeavoured to provide an overview of generally accepted practices to inform the understanding of the processes. As such no warranty is provided or implied as to the accuracy or practical applicability of the contents of this Handbook to any organization or individual.

This Handbook is consistent with the framework outlined in AS/NZS 4360:2004, *Risk Management* and AS 4811—2006, *Employment Screening*.

Key Sections of AS 4811—2006 have been reproduced within this Handbook (contained within 'shaded boxes') and are accompanied by commentary which provides additional detail and practical advice on the implementation of the Standard's principles. Further practical guidance is provided through the use of a hypothetical case study contained within non-shaded boxes in each of the key sections.