



Pre-Employment Checking Matrix Recruitment

Reference Checks

It is mandatory that reference checks are completed prior to an offer being made.

It is preferable that references be completed using the UniHire online reference survey. A verbal reference can be performed by the Talent Acquisitions Team or the Business Unit/Hiring Manager however the Reference Check Form must be completed and supplied to the Talent Acquisition team before an offer can be issued.

Background Checks

It is mandatory that background checks are completed prior to the appointee commencing in their role.

Background checks must be completed using the third-party provider Equifax / Fit2Work.

For Australian pricing, please refer to the [UNSW Equifax / Fit2Work Pricing Guide](#).

For international pricing, please refer to the [International Background Check Pricing Guide](#).

BACKGROUND & REFERENCE CHECKS	ID & Working Rights	Checks as per matrix	References
New Employee*	✓	If required	✓
Transfer, Same Business Unit	x	If required	x
Transfer, Different Business Unit	x	If required	✓ (internal)

*New employees include: New Hires, Rehires, Casual Staff conversions, Student & PhD Hires

VERIFICATION OF QUALIFICATIONS	REQUIRED FOR:
Independent verification of highest qualification	<ul style="list-style-type: none"> All academic positions
Independent verification of all academic qualifications	<ul style="list-style-type: none"> International appointments where the successful applicant has obtained their qualifications from an overseas institution
Certified copy of academic qualifications	<ul style="list-style-type: none"> Level 10-14 positions Professional staff positions where an academic qualification is an essential selection criteria
Certified copy of licence	<ul style="list-style-type: none"> Trades staff, forklift/hoist operation, diving etc.

CRIMINAL RECORD CHECK	REQUIRED FOR:
A criminal record check involves a search of an individual's criminal record and history to determine whether there are any convictions relevant to the person's ability to perform the inherent requirements of the position.	<ul style="list-style-type: none"> Senior academic and professional staff positions High risk/responsible positions Positions with a financial delegation of \$10,000 or more
	IDENTIFIED POSITIONS <ul style="list-style-type: none"> Deans Senior Executive Department Heads Divisional Heads Head of School All employees in Procurement All employees in Legal Office All employees in Finance All employees in Security All employees in Residential Colleges All employees with a financial delegation of \$10,000 or more

WORKING WITH CHILDREN CHECK	REQUIRED FOR:
Full information on WWC Checks is available at the NSW Office of the Children's Guardian website	Academic & Professional staff at UNSW are not generally required to have WWC checks. However, there are categories of role which do require WWCCs, unless an exemption applies.
Examples at UNSW	Category of child-related role
All Early Years staff	Early education and childcare <ul style="list-style-type: none"> Work in education and care services, childcare centres, nanny services and other child-minding services provided on a commercial basis is child-related work.
Outreach activities in school, high schools or other educational institutions [subject to exemption based on group size]	Education <ul style="list-style-type: none"> Work in schools or other educational institutions (other than universities) Work providing private coaching or tuition to children
UNSW staff and affiliates working in hospitals or other clinical settings UNSW Health Service	Children's health services <ul style="list-style-type: none"> Work as a health practitioner providing health services in wards of hospitals where children are treated Other work as a health practitioner providing child health services Work by persons (other than health practitioners) who provide health and care services in paediatric or adolescent health services Note: Work as a student in the course of a student clinical placement in a hospital or other health service is not child-related work.
UNSW Counselling and Psychological Services Nura Gili Winter School Possibly extends to outreach activities involving vulnerable cohorts	Child development and family welfare services <ul style="list-style-type: none"> Work in mentoring and counselling services for children is child-related work, if the mentoring and counselling services are provided to children as part of a formal mentoring program provided by a government or non-government agency. Work in providing family welfare services is child-related work, if clients to whom the services are provided ordinarily include children.
Researchers with access to confidential information about children	Application for approval of additional roles as requiring WWC <ul style="list-style-type: none"> Where a worker is not in child-related work but has access to confidential records or information about children, an employer may seek the approval of the Children's Guardian to have the position approved as additional child-related work for the purposes of requiring a Working with Children Check.
	Exemptions If a role is child-related it may still be exempt, the most relevant exemptions being: <ul style="list-style-type: none"> Administrative, clerical, maintenance or ancillary work not ordinarily involving contact with children for extended periods Very short-term work: <ul style="list-style-type: none"> A worker who works for a period of not more than a total of 5 working days in a calendar year, if the work involves minimal direct contact with children or is supervised when children are present As a visiting speaker, adjudicator, performer, assessor or other similar visitor for a one-off occasion, in the presence of one or more other adults

MEDICAL CHECKS & ASSESMENT	REQUIRED IF THE INHERENT REQUIREMENTS OF THE POSITION INCLUDE:	IDENTIFIED POSITIONS
General medical assessment or health monitoring.	<ul style="list-style-type: none"> Working with carcinogens, lead Working with chemical in Schedule 14 (Work Health and Safety Regulation 2011) Scuba Diving (certificate of medical fitness) Employee's involved in construction, outdoor workers, remote workers 	<ul style="list-style-type: none"> Laboratory Staff School of BEE's, CMBB Staff Field stations Construction workers Research Fieldwork
Manual handling	<ul style="list-style-type: none"> Heavy lifting or physically demanding work on a regular basis 	<ul style="list-style-type: none"> Grounds employees Childcare employees Mortuary staff Store's on Campus(Lowy, Chemistry)
Allergy testing and lung function	<ul style="list-style-type: none"> Working with or caring for laboratory animals Working with asbestos 	<ul style="list-style-type: none"> Animal attendants Laboratory Staff
Hearing	<ul style="list-style-type: none"> Worker is frequently required to wear PPE to protect from hearing loss 	<ul style="list-style-type: none"> Technical employees FM staff, grounds
Base line serum test	<ul style="list-style-type: none"> Working with risk group 3 or 4 micro organisms or monkeys 	<ul style="list-style-type: none"> PC3 laboratory employees
Eye testing and monitoring	<ul style="list-style-type: none"> Use of lasers (Class 3 or 4) 	<ul style="list-style-type: none"> Laboratory Staff where lasers used