



Pre-Employment Checking Matrix Recruitment

Background Checks

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

Background Check Pricing

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

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

Reference Checks

References are preferably to be completed using 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.

EMPLOYEE STATUS	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 employee's include: New Hires, Rehires, Casual Staff, Students & 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.

WORKING WITH CHILDREN CHECK	REQUIRED FOR:
UNSW is required by law to conduct a working with children check for all employees working in "child related employment". There are three questions that determine whether the position is child-related employment: <ul style="list-style-type: none"> Is the nature of the work 'employment'? Is the work in a child related setting? Does the employee need to have direct unsupervised contact with children to do their job? If the answer to all these questions is "yes", the position is child-related employment.	<ul style="list-style-type: none"> All positions which are within the definition of "child related employment". (See left)
	IDENTIFIED POSITIONS
	<ul style="list-style-type: none"> Nura Gili winter camp programs for children/youth Childcare Workers - UNSW Early Years UNSW Sport and Recreation employees working with children – e.g. swimming coaches Faculty based educational workshops and holiday programs for children and youth e.g. GERRIC Program in the Faculty of Arts and Social Sciences Faculty of Medicine employees and volunteers who are required to work unsupervised with children Student placements in hospitals, or overseas placements or within organisations where they will be working with children

CRIMINAL RECORD CHECK	REQUIRED FOR:	
<p>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.</p>	<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 	<ul style="list-style-type: none"> • 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

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