

Your HR Team will manage the Pre-employment check process on your behalf

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1. Why are pre-employment checks necessary?

Arising from various reviews of recruitment and selection practices, a need has been identified for a more rigorous process of pre-employment checking in a range of 'high risk' positions to ensure that we appoint the right person to the position. These checks cover verification of academic qualifications, criminal records, medical assessment and working with children.

2. Do all positions require pre-employment checks?

No. Not all positions require pre-employment checks. Rather, UNSW has identified key positions of risk and included mandatory checking requirements for those positions. A full list of these positions and the checks required are set out in [Pre-employment checking matrix](#). Verification of qualifications is required for all academic positions and some professional positions.

3. Who does the pre-employment checking scheme apply to?

The scheme applies to all new appointments (including appointments by nomination or invitation) into positions that have a pre-employment checking requirement (see question 2 above). It does not apply to existing employees, unless they apply for a new position.

4. What is the cost and who pays for the pre-employment checking?

Pre-employment checks form part of the recruitment costs and will be charged back to the work unit along with all other recruitment costs. These costs are detailed in the table below:

	COST	TURN AROUND
Criminal Record Check	\$69	8 – 48 hrs for 75-85% of candidates and ~ 5 – 10 working days for remainder
Academic Qualification	\$45 per Australian qualification \$70 per International qualification	1 - 5 working days
Credit History Check	\$50	2 - 48 hours
Bankruptcy Record	\$55	<24 hours
Pre-employment medical check	\$140*	24 hours post assessment
Working with Children Check	No cost if conducted by the <i>Commission for Children and Young People</i> (only possible for positions that are clearly “child related employment”) or \$69 for criminal record checks	5-10 days

*Cost will vary depending on specialist medical testing require

5. Will it delay the employment process?

Most checks will be completed within 5-10 days. Some more specialist medical assessments may take longer depending on the complexity of the assessment and the tests required. This can be co-ordinated with other aspects of the recruitment process to ensure minimal delay. It is also critical that the candidate completes the consent form as quickly as possible to ensure the checking process can commence.

6. Can I ask a potential applicant for a pre-employment check if we neglected to state the requirement in the position description?

Yes. If a position requires a pre-employment check, this should be included in the position description. However, if you neglected to include the requirement for a pre-employment check it can be conducted with the applicant’s consent and as a condition of employment. You should explain to the applicant the relevance of the check to the position. Pre-employment checks should only be conducted for the preferred applicant and will require the applicant to complete a consent form.

7. Do current employees require these checks?

No. Current UNSW employees do not require pre-employment checks unless they have applied for a new position. Then they are required to undergo any relevant pre-employment checks required for the new position.

8. What happens if a candidate is found to have a criminal record? And/or a negative check?

The results of the pre-employment checks will be communicated in confidence to your Faculty HR Manager or HR Consultant. Where a negative result has been returned, Human Resources will consult with the Senior HR Manager (Client Services) or the Director, HR who will ascertain the relevance to the position and the applicant's suitability to the position. A recommended candidate is not automatically precluded from a position on the basis of having a criminal record.

In considering results of pre-employment checks (e.g. if a person has a criminal record), consideration will be limited to information that impacts on the person's ability to perform the inherent requirements of the job, consistent with the Anti-Discrimination Legislation.

9. Is the information confidential?

All information in the recruitment process is treated as confidential. Any pre-employment checks will also be treated confidentially.

10. Can I make an offer prior to the completion of the pre-employment check?

Pre-employment checks should be completed prior to the offer being made. However, it is recognised that this may not always be possible. In extenuating circumstances, an offer may be made conditional upon a pre-employment being completed with satisfactory results. However, the person must not commence employment before the check has been completed.

11. Can the person commence employment prior to the completion of the pre-employment check?

No. The person should not commence employment before the check has been completed. The pre-employment checking process is part of the recruitment process and a condition of employment with the University.

12. What forms of identification are required for the pre-employment checks?

Verify CV will provide the applicant with a consent form and inform the applicant of any documentation required to verify their identity.

13. Can I conduct pre-employment checks outside of the mandatory checking scheme?

Yes. If you believe that there is a good reason for conducting a pre-employment check (that is related to the inherent requirements of the position) and it is not included on the [Pre-employment Checking Matrix](#), you can still conduct a pre-employment check. You should identify this at the commencement of the process so that the requirement to undergo pre-employment checking is included in the position description.

14. What happens when I think a position needs a working with children check but technically it is not “child related employment” within the meaning of the legislation?

The Commission for Children and Young People (“CCYP”) will only conduct working with children checks for positions that are clearly “child related employment” within the meaning of the legislation. However, it is possible to conduct a criminal record check for positions that fall outside this definition. Searching for criminal records is the major component of a working with children check, although CCYP do check for some additional information that is not included in a criminal record check. There is also a cost associated with criminal record checks, whereas the checks conducted by CCYP are free.