# Background Screening Guideline And Decision Model

Review the guide to background screening below and use our simple checklist to identify what checks would benefit your organisation.

### Types of checks

| Type of check | Best for/when.. | What is checked? |
| --- | --- | --- |
| Identification Checks | When you need to ensure the person is who they say they are. | The popular and credible Identity documents to verify include:   * Birth Certificate * International Passport * Visa * Drivers License * Other government issued credentials * Marriage Certificates |
| Employment Reference Checks / Past Employment Verification | When hire candidates based on their previous experience. | An employer may reach out to the previous employer of their candidate to get certain information. It is also possible to inquire if they had any pending cases or disciplinary actions before leaving the organisation.  Hiring a candidate with a history of disregarding corporate structures many indicate their willingness to follow the rules or to be able to fit in. A past employment verification establishes:   * Job start/end dates * Positions held * Description of responsibilities discharged * Reason(s) for exit   **Back-door reference check**   * A back-door reference check is when an employer decides to check with people that the candidate has not provided as a reference, These references may provide a more objective assessment of the candidate abilities. |
| Criminal History Check | When you need to ensure your employees have not participated in certain types of criminal activities. | Gives you information about a persons contact with the law, pending charges and sentencing. Note: States may not disclose Spent convictions and those it considers unnecessary to the role.  A criminal background check typically involves the search of the following records:   * National criminal databases * Criminal court records * National and state criminal records * Sex offender databases/registries * National and global terror watch lists. |
| Working with Children Checks | When your employees work with children in the course of their role, such as:   * Healthcare workers * School Bus Drivers * Nannies * Private Teachers * Educators and Schoolteachers * Caregivers, and other children/vulnerable related roles. | Working with Children Checks  is typically an added feature to a police check and contains "deeper" records like;   * Spent convictions, * Pending charges, * Non-convictions charges, * Disciplinary records relating to child abuse, * And in most cases Apprehended Violence Orders (AVOs) or intervention orders. |
| Visa Entitlement Verification Online | When your employees may not have a legal status, common roles where this may occur includes:   * Transient workforces | This check ensures that employers don't offer legal roles to illegal workers and typically checks for:   * Visa limitations, * Maximum Hours they are allowed to work per week, * Period of stay, * The validity period of their stay |
| Credit History Checks | When your employees have access to money and during the course of their role may be able to move money our of your business or customers accounts.  When humans are put under immense strain from debts or bankruptcy limitations they may be more likely to bend the rules or commit fraud. Common roles would include:   * Investment banking professionals * Financial management roles * Treasurer or accounting roles | The Credit reports inform the employer of the candidate's financial history, including other personal information.  A credit report will also contain any history of;   * Loan defaulting, * Bankruptcy and debt agreement, * Repayment history, * Credit applications, * The number of loans guaranteed, and so on. |
| Qualifications Check | Academic qualifications influence the selection of an employee. These often include:   * Health professionals * Scientists. | Qualifications Checks verify the academic qualifications of the employee by checking that the degree or certification is an original copy or checking with the institution itself for a transcript of their education. |
| Medical Checks | When your employees are required to have certain physical characteristics to prevent injury while performing their role. Activities in a role that may require this include:   * Stressful movements * Lifting heavy materials * Working with chemicals | Medical Checks provide information about the physical health of a candidate or employee. A Medical check may be substituted for a Doctor's report that certifies the applicant "free or unfit" to perform their duties. |
| Global Sanctions Check | When you are setting up an account for a person where the local laws require certain restrictions. Typically, these customers are given access to banking accounts where money can be moved. | The **global sanctions check** helps uncover any violations by the candidate connected with financial irregularities, securities fraud, money laundering, drug trafficking, terrorism, unauthorized sharing of restricted technologies, etc.  When undertaking a PEP/Sanctions check the verifying organisation checks for  Politically exposed lists  International sanctions lists |
| Drug Screening | Jobs in certain specific industries, such as aviation, road transport, etc., have a special requirement for periodic drug and alcohol testing to be performed. Tests help verify that they are mentally fit, physically unimpaired, and are therefore physically and mentally fit to carry out their assigned jobs. | The drug tests typically vet candidates for the use of illegal drugs such as methamphetamines, THC (marijuana, cannabinoids), Cocaine, Opiates, Phencyclidine, etc. |
| Social Media | A social media background check to scan a candidate's social media posts for objectionable behavior reduces risks to brand, reputation, data security, and breach of confidential information.  If a candidate is posting hateful, sexist, homophobic, or racist comments online. In that case, such information gives a fuller picture of the candidate's thinking. | Adverse **media checks** need to be undertaken with caution because the information is sourced from the candidate's Facebook, Twitter, Instagram, TikTok, or LinkedIn accounts and are therefore unverified.  Following a social media search, a decision not to hire a candidate based on age, race, religion, nationality, gender, sexual orientation, disability, etc., may be deemed discriminatory. |
| Driving Record | These checks may not be necessary for all positions but are absolutely essential for roles that require the candidate to drive as a part of the role (delivery drivers, transporter, ambulance drivers, etc). | A majority of countries/states legally mandate obtaining the candidate's permission to run this check.  Details of the candidate's name as recorded in the driver's license, date of birth, address, driving license number, place/date of issue, and so on, together with the individual's permission, would be required to undertake the check. |

## Model for choosing your checks

Assess your requirements for screening by using the model below.

For each role write the job title in the table below and answer the questions below and put a tick in the corresponding row of the table below if the check is recommended.

| Question/s | Identity | Reference | Criminal History | Working with Children | Visa | Credit History | Qual’s | Medical | Drug Screening | Drivers Record |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Do you need to pay people and ensure that you are paying into the correct person’s account? | Target outline |  |  |  |  |  |  |  |  |  |
| Are you hiring people based on the experience that have had in their career to date? |  | Target outline |  |  |  |  |  |  |  |  |
| Do your employees work with children? |  |  |  | Target outline |  |  |  |  |  |  |
| Do your employees have to meet a certain standard of physical health to perform their role without injury? |  |  |  |  |  |  |  | Target outline |  |  |
| Are your employees required to meet professional standards in the course of their role such as doctors, scientists or accountants? |  |  |  |  |  |  | Target outline |  |  |  |
| Do your employees work with the money and can move money from one account or another? |  |  |  |  |  | Target outline |  |  |  |  |
| Do you have a transient workforce with unskilled or migrant labour? |  |  |  |  | Target outline |  |  |  |  |  |
| Will your employees be driving a vehicle? |  |  |  |  |  |  |  |  |  | Target outline |
| Is it important that your employees work unpaired from the influence of any drug? |  |  |  |  |  |  |  |  | Target outline |  |

## Types of background checks required for our organisation

| Role name/Job title | Identity | Reference | Criminal History | Working with Children | Visa | Credit History | Qual’s | Medical | Drug Screening | Drivers Record |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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