

POLICY ON PRE-EMPLOYMENT CHECKS FOR PROSPECTIVE APPOINTEES

Purpose:

The purpose of this policy is to maintain a high standard of integrity, expertise, good character and safety in all staff appointments to Massey University, while also enabling hiring managers to move quickly to secure preferred candidates.

Policy:

The reputation of Massey University requires that all prospective employees at the time of their appointment be subject to practical verification of those attributes necessary to perform the vacant role.

All applicants be subject to the following pre-employment checks prior to the commencement of employment at Massey University (note there are specific checks relating to children's workers as defined by the Vulnerable Children Act 2014 – see section below):

- i. Referee Check from either their current employer or last employer, and
- ii. Verification/Validation of Qualifications, and
- iii. VonM-h4M(ii)-1c 0.001 TVoec (i)3MC /1 (i)i.ci(23er)-64 (i)-0.9 (v.)TJ0 Tc 0 Tw 1 0 Td()Tj-0.002 Tc 0.001 Tw 1.8070 Td(P)2 be "genuinely relevant" to the role and not involve legally prohibited discrimination, then the applicant shall also be subject to the appropriate combination of the following in accordance with the Procedure for Pre-Employment Checks for Prospecti0.002 Tc 0.001 tfo.1 (c)-8 (r)-629ck

recognising the advantages in an appointee commencing work at the earliest opportunity to commence orientation activities.

In all cases, that is for any type of employment agreement, the appointee may not commence without proof of the right to work in New Zealand.

Evidence of a criminal conviction or other record of offence, negative credit history, or a significant and/or questionable previous employment history resulting from a pre-employment check, shall not of itself be a barrier to employment, but will require the hiring manager to have regard to the extent to which the record is in conflict with the requirement of the role or undermines the credibility of the person to undertake the role.

In accordance with the Procedures for Pre-Employment Checks for Prospective Appointees to Massey University, the appointment of a prospective applicant where there is evidence of any issues identified from a pre-employment security check must be approved by a manager with Authority Band A delegation and in consultation with the Employment Relations Manager.

Definitions:

In accordance with the [Procedure for Pre-Employment Checks for Prospective Appointees to Massey University: Appendix A](#), the definition for ‘
positions or what is deemed to be “
’, is:

- Positions that have moral and/or ethical responsibility, including areas where people are dealing with vulnerable individuals and/or providing an element of pastoral care.
- Positions that have a high level of accounting and financial responsibility and any role that has financial delegated authority to approve expenditure. Also positions with high-level access to University systems and commercially sensitive information such as core IT systems or Treasury functions.
- Positions which have a specific health capacity requirement for safe performance of duties. Examples are roles which have tasks that require distinction of colour (e.g. electrical work), visual accommodation, noise or tone distinction, exposure to sensitising chemicals, allergy to animals, repetitive movements, strength, stamina, or phti req-1.1 8 (r)-64 (e.4 (f)-13.t)-1.-8 (t)-13.2 (i)3.1 (on)-12.1 (of)-13.2 (c)-8 (od[4 (eq)-12.39 (nfTjEMC (od2

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The Privacy Act 1993 requires Massey University to comply with its 12 Principles in regards to the collection of personal information, the manner in which it is collected and the storage and security of personal information. In addition, Massey University is required to provide the individual concerned with access to their personal information (unless there is an express promise of confidentiality as can be the case with referee reports) and the ability to request correction of information if necessary. The University must adhere to the limits on the use of personal information collected in that the University may only collect personal information for the intended purposes of selection for appointment of the individual and this information cannot be used for any other purpose. It is essential that the personal information gathered is checked before use to ensure the information is accurate, up to date, complete, relevant and not misleading. The personal information obtained shall not be kept for longer than it is required for the purposes for which the information may lawfully be used.

The State Sector Act 1988 requires Massey University to maintain appropriate standards of integrity and conduct among employees. The pre-employment check process significantly strengthens the key control around employment risk to guard against misrepresentation during the recruitment process and the risk of potential fraud within the organisation after the person is employed.

The Human Rights Act 1993 prohibits Massey University from discriminating against any employee, job applicant or contractor on the grounds of sex, marital status, religious belief, colour, race, ethnic or national origin, disability, age political opinion, employment status, family status or sexual orientation.

The Health and Safety at Work Act 2015 requires practicable steps to be taken to prevent any action (or inaction) that might cause harm to another person. This obligation makes it legitimate, in appropriate cases, to undertake a pre-employment health check to ensure a person is not placed in a position which is likely to cause harm to that person or others.

The Vulnerable Children Act 2014 requires safety checking of people employed or engaged in work that involves working with vulnerable children as part of a specified organisation providing regulated services. This requirement helps reduce the risk of harm to children in support of the Government priorities for improving the wellbeing of vulnerable children.

The Vulnerable Children (Requirements for Safety Checks of Children's Workers) Regulations 2015 detail the various components and specific requirements of the safety check required under the Vulnerable Children Act 2014.

Related procedures / documents:

[Procedure for Pre-Employment Checks for Prospective Appointees to Massey University](#)
[Policy on Verification and Validation of Qualifications](#)
[Procedures on Verification and Validation of Qualifications](#)
[Delegations of Authority Document – Human Resource Delegations](#)
[Vulnerable Children Act Guidelines](#)

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