

PROCEDURES FOR PRE-EMPLOYMENT CHECKS FOR PROSPECTIVE APPOINTEES

Purpose:

The purpose of these procedures is to specify the type and manner in which pre-employment checks are undertaken to ensure a high standard of integrity, expertise and good character in all staff appointments to Massey University.

Procedures:

Planning

Hiring managers should plan up-front so that any required pre-employment checks are clearly identified and the appropriate forms and procedures are ready to go at the critical time. This will avoid unnecessary delays and enable the hiring manager to move quickly to offer employment once a preferred candidate is identified.

- (a) When the Job Description is drafted, the required pre-employment checks and, if applicable, safety checks of children's workers under the Vulnerable Children Act 2014, should be identified. This will ensure the University's expectations are clear to candidates.
- (b) The following checks may be commenced at the short-listing stage, by –
 - (i) Contacting the [HRHelpdesk](#) to ascertain whether the candidate is currently employed or has previous employment at Massey;
 - (ii) Asking the candidate to bring to the interview or to sign at the interview, the following (as applicable):
 - Consent form for Security Check
 - Consent f

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1.3 All positions requiring a Criminal and Traffic Convictions (Security) Check will have this requirement included in the job description.

1.4 For clarity, overseas applicants who have had criminal history checks carried out in the New Zealand

2.4 Instead of the manual credit history checking process, if the position is being transacted through the recruitment

- 3.2 It is good practice but not a strict requirement to undertake three referee checks however in all cases at least one direct referee check should be undertaken. For more senior or critical roles with organisational impact, it will be usual for three (or more) referee checks to be undertaken.
- 3.3 Referee contact can only be made with the permission of the applicant. Contact with the referees of an applicant

the manager to engage the person on a casual employment agreement basis with appropriate limited duties (catering for the person's health issue and/or the physical requirements of the job).

8. Safety Checking of Children's Workers under the Vulnerable Children Act 2014:

8.1 The procedures for safety checks on *children's workers* (including both "core" and "non-core" children's workers) are set out in the Vulnerable Children Act 2014 and the Vulnerable Children (Requirements for Safety Checks of Children's Workers) Regulations 2015. The components of the process are:

- **Identity verification** requires the individual to be sighted together with a primary and a secondary identity document. The primary identity document will usually be a passport¹ or birth certificate, and the secondary document a New Zealand driver licence or New Zealand student ID card. If neither of these contains a photo, then the applicant must provide a photo, authenticated by an identity referee (see regulation 5 in the Vulnerable Children Regulations 2015).

An alternative to this procedure is to use an approved electronic identity credential, such as RealMe (see: www.realme.govt.nz).

If the person's name is different to their identity documents, they must provide supporting name change documents.

Once the identity documents have been obtained, the specified organisation must also check their records to ensure that this identity has not been claimed by anyone else within the organisation.

- **New Zealand police vetting** must have been carried out by the specified organisation. The vetting does not need to be repeated if the specified organisation has previously obtained a check within the last three years, or if the person is part of a professional organisation that carries out vetting at intervals of not less than three years. It is suggested that this is not done until the student has been provisionally accepted into a course, to prevent multiple vetting of the same individual.

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Relevant legislation:

Criminal Records (Clean Slate) Act 2004
Official Information Act 1982
Privacy Act 1993
State Sector Act 1988
The Human Rights Act 1993
Health and Safety at Work Act 2015
The Vulnerable Children Act 2014
Vulnerable Children's Regulations 2015

Legal compliance:

The Criminal Records (Clean Slate) Act 2004 binds the Crown (Section 5); therefore any checks requested by Massey University must comply with this legislation and abide by the criteria set out in this Act.

The Official Information Act 1982 requires Massey University to comply with the requests and right of access to personal information (sections 12 and 24) when seeking personal information on potential applicants.

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 and the ability to request correction of information if necessary. The University must adhere to the limits on the use of

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Key: Level of Verification

- (i) Generalised population that doesn't fit into category ii or iii

- (ii) Positions with moral and/or ethical responsibility, areas where people are dealing with vulnerable individuals for example NS