

# Pre-Employment Screening

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## 1.0 Purpose

The purpose of this procedure is to ensure new and existing employees meet the required standards to effectively perform their position at Griffith University. This procedure outlines the range of pre-employment screening required by candidates in order to be employed by the organisation.

## 2.0 Scope

This procedure applies to all continuing, fixed term, casual employees and unpaid appointments. In addition, certain legislation and regulations reference 'designated positions' that require specific pre-employment checks to be completed for the preferred candidate.

## 3.0 Procedure

Offers of employment are subject to the satisfactory completion of all required pre-employment screening checks. Prospective employees must not commence work in the proposed role prior to satisfying these requirements.

The University's requirement for the completion of relevant pre-employment screening will be made clear to applicants at the advertisement, interview and offer stages of the recruitment process, particularly where specific licensing or registration requirements exist for the position. The specific employment screening checks to be performed by Griffith University in respect of the position, will be identified in the Letter of Offer.

Current employees may also be required to undertake employment screening (e.g. a criminal history check, probity check) when transferring into a different role (e.g. secondment, higher duties, promotion or transfer) that has additional legislative, financial or security related requirements.

### 3.1 Criminal History Checks

In determining the suitability of an applicant to perform the relevant duties of a position, the preferred candidate for 'designated' positions must undertake a criminal history check.

A request to conduct these checks will be initiated with the preferred candidate as part of the standard suite of pre-employment screening requirements.

An offer of employment, whether verbal or written, may be made to the preferred candidate prior to the outcome of the criminal history check, provided they are informed that the offer, and subsequent ongoing employment, is subject to a successful criminal history check.

It is a requirement that the preferred candidate has initiated the criminal history check, including the submissions of relevant documentation and approval requirements, prior to commencing in the new position.

If a candidate's criminal history check outcome contains an adverse record, the result and recommendation will be referred to the Director, Human Resources. The Director, Human Resources

will consider the relevance of the offence to the duties of the position, and provide a determination as to whether the appointment, or continued employment, of the person is likely to significantly conflict with Griffith University's Values and the Code of Conduct.

### 3.2 Professional Equivalence and/or Registration checking

Where it has been determined that a position has mandatory qualifications, professional equivalence or registration required to practice in the role, evidence of this information must be provided and verified by the panel chair/supervisor.

### 3.3 Academic Qualifications

In accordance with the Higher Education Standards Framework (Threshold Standards) 2021 ('**HE Standards**'), Griffith University staff with responsibilities for academic oversight and those with teaching and supervisory roles must have a qualification in the relevant discipline of at least one Australian Qualifications Framework (AQF) level higher than the program being taught; or equivalent relevant academic or professional or practice-based experience and expertise ('**equivalent professional experience**').

The Head of Element is responsible for ensuring that staff employed are appropriately qualified and meet the requirements of the HE Standards. If a staff member does not possess formal qualifications that satisfy the requirements outlined in Section 3.8, then the Head of Element delegate must undertake and record an assessment of their equivalent professional experience using the Equivalency Criteria Checklist.

### 3.4 Professional Registrations

Where positions require current professional registrations, it is the responsibility of the Head of Element to verify that a candidate has obtained the relevant registrations prior to commencing employment. Registration evidence may be in the form of an original or certified copy of the registration documentation, or via an available online registration verification portal, for example, the Australian Health Practitioner Regulation Agency (AHPRA).

### 3.5 Eligibility to Work in Australia

Prior to an offer of employment, the Talent Acquisition team will verify that the applicant has the appropriate working rights. A candidate must provide evidence of Australian Citizenship or relevant visa requirements to be eligible for the appointment and to work in Australia.

For casual appointments, it is the responsibility of the Hiring manager to ensure the individual's right to work in Australia, prior to the offer of employment or commencement of work. The Talent Acquisition team can support with verification process.

### 3.6 Working with Children

Under the Working with Children (Risk Management and Screening) Act 2000 (Qld) and in accordance with the University's Child Safety and Wellbeing Policy, prospective employees in designated roles must have valid Working with Children Checks completed prior to the commencement of employment.

It is the responsibility of the Hiring Manager to verify or request these checks prior to employment.

### 3.7 Foreign Interference Disclosure

Paid and unpaid academic staff, which include Adjunct, Honorary and Visiting Appointees, are required to disclose to the University any activities which may lead to a requirement to register with the Foreign Interference Transparency Scheme (FITS). Individuals or entities are required to register certain activities under the scheme if they are undertaken on behalf of a foreign principal.

### 3.8 Pre-employment Screening

Type of Check	Required when	Requirement	Evidence	When done
Fit and Proper Person	To meet TEQSA registration requirements Vice Chancellor and direct reports.	Annual declaration	Fit and Proper Person Check via First Advantage TEQSA to be notified of any changes.	Annually
Licenses, Trades and other Certificates	Designated roles	Specific roles may require licenses or other certificates to meet selection criteria of a role and/or legislative requirements.	Originals or certified copies of licenses or certificates.	Prior to booking interviews
Qualification or Equivalent	To meet the Higher Education Standards Framework	Staff with responsibilities for academic oversight and those with teaching and supervisory roles.	Original qualifications or completed assessment of equivalent professional experience.	Prior to position commencement
Working with Children Checks (WWCC)	Designated roles	WWCCs indicating suitability to work with children and young people. <i>Working with Children (Risk Management and Screening) Act 2000 (Qld)</i>	WWCC outcome notification from third party and evidence provided in accordance with the <i>Working with Children (Risk Management and Screening) Act 2000 (Qld)</i>	Prior to position commencement
Criminal History Checks	Designated roles	Criminal history check outcome with no precluding relevant criminal history.	Criminal history check outcome notification from third party provider.	Prior to position commencement
Australian Working Rights	Employment for individuals without Australian Citizenship	Employees must be eligible to work in Australia to ensure full compliance with relevant immigration legislation.	Original/certified copy of Australian passport, citizenship, VEVO notification or visa with work rights.	Prior to position commencement

### 4.0 Definitions

For the purposes of this policy and related policy documents, the following definitions apply:

**Candidate** - A person who has applied for a position and may be subject to an offer of employment.

**Designated Positions** - are defined by, but not limited to, the following characteristics:

- The position role that has responsibility for key fraud and corruption controls (e.g. finance, procurement, payroll).
- The position has access to sensitive corporate data for review purposes, and as a secondary control for providing advice to managers and supervisors.

- The position manages a team/s that has high exposure to cash handling, system administration and high value procurement, as they would have ownership of controls over these roles.
- The position is a Portfolio Manager who supervises project managers with large procurement activities.
- The position has been identified as part of the University's Enterprise Risk Management Framework as having a potential operational risk in one of the key functions of your position (e.g. access to sensitive corporate data).

**Element** – The organisational unit in which an individual will be employed under. Elements include Schools, Departments, Research Centres, Colleges, Institutes, other budget elements in which students are enrolled, as well as central administration and support units.

**Foreign Influence Transparency Scheme (FITS)** refers to an Australian Government scheme established to 'provide the public and government decision-makers with visibility of the nature, level and extent of foreign influence on Australia's government and political processes. The scheme establishes registration obligations for individuals and entities that undertake certain activities on behalf of foreign principals. Whether or not a person is required to register under the scheme depends on who the foreign principal is, the nature of the activities undertaken, the purpose for which the activities are undertaken and, in some cases, whether the person has held a senior public position in Australia.' (<https://www.ag.gov.au/integrity/publications/factsheet-1-fast-facts>)

**Hiring Manager** - The manager/supervisor leading the recruitment and selection process.

**For advice and support contact [policy@griffith.edu.au](mailto:policy@griffith.edu.au) for Governance and Operational policy documents.**

## 5.0 Information

Title	Pre-Employment Screening Procedure
Document number	2023/0001116
Purpose	This procedure outlines Griffith University's processes for pre-employment screening of candidates proposed to be employed by the organisation.
Audience	Staff
Category	Operational
Subcategory	Staff
UN Sustainable Development Goals (SDGs)	This document aligns with Sustainable Development Goal/s: 4: Quality Education
Approval date	October 2023
Effective date	October 2023
Review date	2026
Policy advisor	Head, Talent Acquisition
Approving authority	Director, Human Resources

## 6.0 Related Policy Documents and Supporting Documents

Legislation	<a href="#">Anti-Discrimination Act 1991 (Qld)</a> <a href="#">Fair Work Act 2009 (Cth)</a> <a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a> <a href="#">Working with Children (Risk Management and Screening) Act 2000 (Qld)</a>
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Policy	Child Safety and Wellbeing Policy Code of Conduct Talent Acquisition Policy
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Procedures	Talent Acquisition Procedure
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Local Protocol	N/A
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Forms	N/A
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