



# Pre-Employment Screening Trends

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Prepared By

Human Capital Management Solutions Pty Ltd

## Pre-Employment Screening Trends

Increasingly, organisations in the Australian market are scaling up their pre-employment screening practices to meet global standards, legal, insurance and other such requirements.

- Historically pre-employment screening practices were mostly ad-hoc and predominantly limited to telephone screening and scrutiny of resumes. The increasing exposure and awareness of risk has contributed to organisations designing and implementing structured, consistent processes where the extent of the pre-screening process increases based on level of risk.

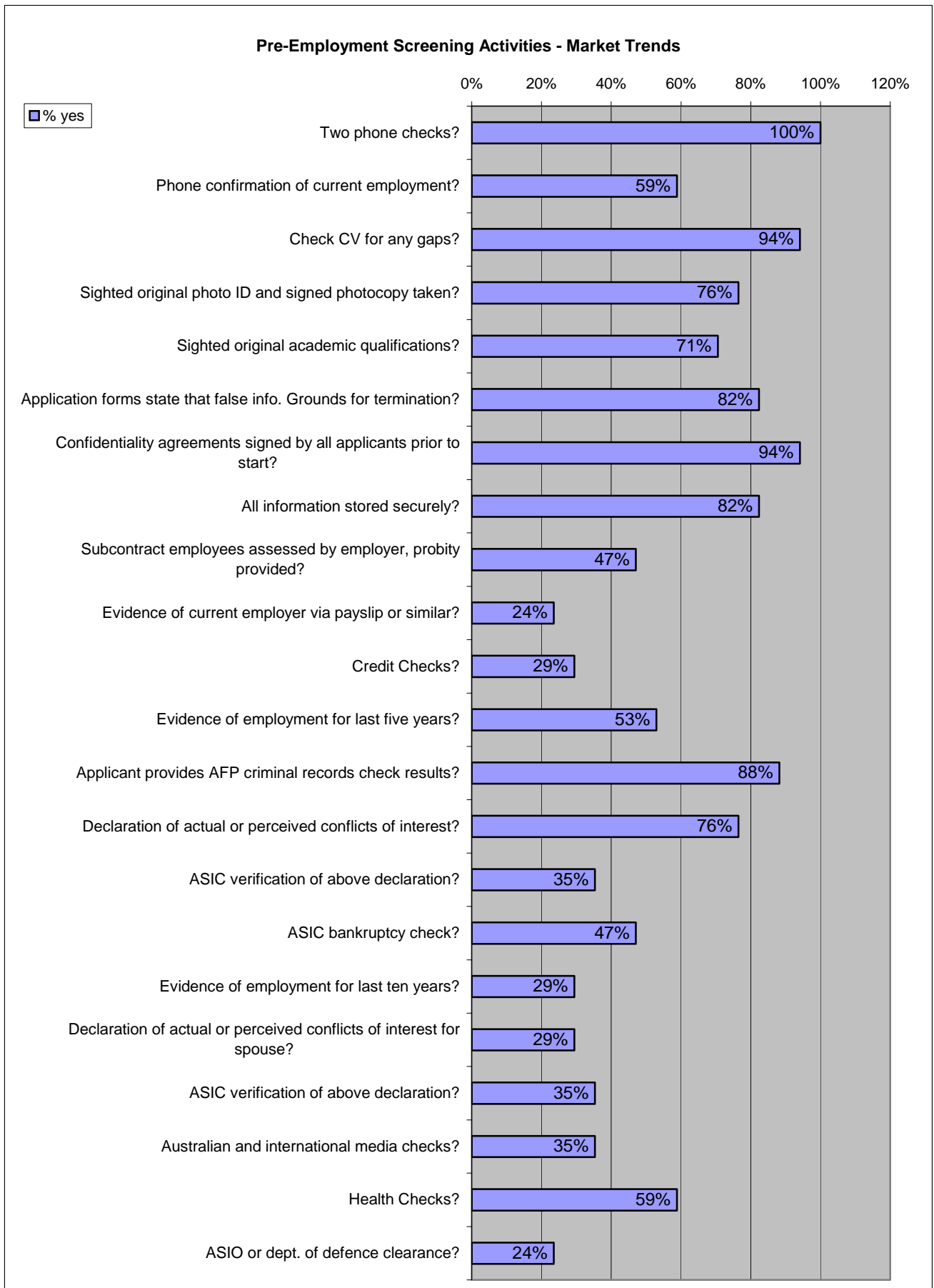
HCMS has undertaken a survey of the market in relation to organisations' pre-employment screening policies and practices.

Key Survey Findings
<b>88%</b> stated that they currently adhere to a 'formal' screening policy
<b>12%</b> said that their screening activities could be classified as 'ad-hoc' or other.
<b>59%</b> stated that they increased the level of validation according to the level of risk attributable to the position
<b>35%</b> stated that they gained consent from their candidates verbally to conduct the necessary screening activities
<b>57%</b> stated that they gained written consent from candidates
<b>7%</b> stated that consent was gained from candidates via their on-line application procedure

Understanding your organisations exposure, ensuring your process is fit-for-purpose, adherence to relevant privacy legislation and consistency are key in designing and organisational wide approach to pre-screening. Many organisations are outsourcing this activity and using technology to enable this process. The timing and candidate interface in relation to pre-screening is also critical in a skill short candidate market.

HCMS is currently working with organisations in designing and implementing structured approaches to pre-employment screening.

Illustrated on the following page is a graphical representation of typical activities conducted in the course of pre-employment screening, and a percentage of the organisations surveyed who have stated that they are currently conducting them.



HCMS is aware that a 'draft' standard on pre-employment screening was published by ISO and put to public comment in 1999, but since has not advanced further through the process. It is understood that this draft standard was revisited last year, and was scheduled for re-release and public comment in early 2005. This has not yet occurred, however, the standards office has indicated to HCMS that it intends to release the document for public comment soon.

Given the market trends in relation to this critical area of risk mitigation, it makes sense for all organisations to assess their pre-employment screening policies. It is always far better to identify a gap yourself proactively, then to have one shown to you through an embarrassing and possibly damaging incident.

Pre-Employment screening policies are not a 'one size fits all' affair, as different organisations have different needs. However there are some activities which should be conducted for all positions, by every organisation as an absolute minimum.

## Self Evaluation

Print this document and enter a score into the table below to see how you fare in relation to your organisations Candidate Pre-Screening practices.

0 = Not considered	1 = Under Consideration	2 = Being Implemented	3 = Deployed and Operational
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Question	Score
1. Our organisation has reviewed and weighted the risk associated with all positions	
2. We have an agreed pre-screening/background checking policy that considers the level of risk in each position in the organisation	
3. We use an expert background checking provider to facilitate and speed-up the pre-screening/background checking for the high risk positions.	
4. Our organisation uses a consistent process to pre-screening/background checking for all positions recruited (including candidates and contractors sourced from recruitment suppliers)	
5. We use an online assessment tool which makes components of the pre-screening/background checking process faster and easier to deploy.	

Range	Possible Outcome
0 - 5	You may be at significant risk of a damaging incident as a result of your lack of pre-screening/background checking process protocols. Urgent action should be considered
6 - 8	A review of your pre-screening/background checking process protocols should be considered with possible additional rigor to be included your processes are recommended
9- 12	You are in a reasonable position but a review is advisable to ensure potential risks are covered.
12-15	Your organisation is in an excellent position in relation to pre-screening/background checking

**How HCMS Can Help**

HCMS can assist your organisation in the assessment of its current policy and the design and implementation of an up-to-date, efficient and fit-for-purpose pre-employment screening policy.

If you would like any further information regarding pre-employment screening, or any of the other services which HCMS offers, please contact us on the details below

HCMS Contacts	
	<b>Trevor Vas</b>
	Principal Consultant
	Tvas@hcms.com.au
	+6139347 1164
	+61438340077