



OFFICIAL

# Employment Screening & Vetting

## Employment Screening

Employment screening comprises the procedures involved in deciding an individual's suitability to hold employment in a given job role. This is not limited to 'new joiners', but also individuals who are moving between job roles within an organisation. A suitable level of screening, informed by a role based risk assessment, should be applied to all individuals who are provided access to organisational assets including permanent, temporary and contract workers.

- Not all roles necessarily require the same level of screening.
- Checks may include: Identity; nationality and immigration status; right to work; employment and education history; criminal records, financial; overseas checks; personal references; open source and social media assessment.

## National Security Vetting

Some roles may require a level of National Security Vetting (NSV) to be applied for access to government classified material or access to assets. This may include people of particular terrorist interest or of hostile foreign intelligence interest. The application of other security mitigators, informed by the role based risk assessment, may limit the burden of applying and managing NSV.

## Existing Products

### Beginners

[Employment Screening Quick Guide](#)

**DVD and Checklist - 'Take Another Look'**: For these resources, please take a look at the [Employment Screening webpage](#)

### Security Professionals

[Pre-employment Screening guide](#)

[Document Verification guidance](#)

[Video - 'In Hindsight'](#)



National Protective  
Security Authority

[Supply Chain Security Guidance](#)

[Personnel Security and Contractors](#)

[Overseas Criminal Record Check](#)

[Use of Internet in pre-Employment Screening](#)

**DVD and Checklist - 'Take Another Look'**: For these resources, please take a look at the [Employment Screening webpage](#)