

SESLHD PROCEDURE COVER SHEET



Health
South Eastern Sydney
Local Health District

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EXECUTIVE SPONSOR or EXECUTIVE CLINICAL SPONSOR	SESLHD Director People and Culture
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KEY TERMS	Security Officer, Pre-employment Screening, Pre- employment Testing, Test Results, Test Administrator, Security Consent Form, Psychometric
SUMMARY	This procedure provides managers and employees with an outline of procedures and processes involved in the pre-employment screening, prior to interview, of internal and external applicants who have been successful in gaining an interview for security related positions.

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

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1. POLICY STATEMENT

The purpose of this document is to outline the procedures and processes involved in the pre-employment screening of Security Staff in line with [NSW Ministry of Health Policy - PD2017_040 Recruitment and Selection of Staff to the NSW Health Service](#).

2. BACKGROUND

In line with [NSW Ministry of Health Policy - PD2017_040 Recruitment and Selection of Staff to the NSW Health Service](#) Section 2.9.5 there are specific additional requirements that exist when recruiting and selecting security staff.

The pre-employment screening procedure is designed to assist in the identification of the capabilities of applicants for security-related positions and enhance the merit-based requirement process. Used in conjunction with responses to the selection criteria, a structured interview and reference checks, the pre-employment screening tests help to determine the most appropriate candidate for a pre-defined role.

Pre-employment screening of all applicants selected for interview ensures the integrity of the recruitment process by allowing the selection panel to assess each applicant with the same level of available evidence.

3. RESPONSIBILITIES

3.1 Applicants will:

- Undergo pre-employment testing prior to interview, if selected for interview.

3.2 Security Managers will:

- Ensure that all advertisements state “Recommended applicants will be required to undertake Psychometric testing. Master Licence No: SESLHD: 410751034”.
- Ensure that all applicants selected for interview will undergo pre-employment testing prior to interview.
- Advise Workforce Operations of the applicants to be interviewed so that the link to the test can be provided to the applicant.
- Pay for pre-employment testing using the associated Security cost centre.
- Consider, with the selection panel test findings, along with all other aspects of the recruitment and selection process. Duties of the position and availability of potential applicants in the employment market place must also be considered.

3.3 Test Administrators (Workforce Operations Staff) will:

- Undertake training from SafeSelect (Converge International) to maintain the integrity of the testing process.
- Have prime responsibility for the testing, with assistance from the Security Manager as appropriate.
- Ensure that the Security Manager is well informed about the purpose of the testing and is able to explain the process to security and other staff.

- Provide the interview panel with the testing results for the review and consideration in the selection process.
- Keep software and test documentation secure and not divulge software passwords to unauthorised personnel.
- Ensure test materials and photocopies of test results are not provided to job applicants or the successful applicant.

3.4 Recruitment and Workforce Transactions staff will:

- Ensure test materials and photocopies of test results are not provided to job applicants or the successful applicant.
- Ensure testing results are not placed on the personnel file of the successful applicant.
- Ensure test results and signed consent forms are kept only on the recruitment file. The recruitment file should then be appropriately disposed of in accordance with the State Records General Disposal Authority requirements.

3.5 Manager Workforce Operations staff will:

- Maintain an up to date list of trained Test Administrators.
- Maintain the contract relationship with SafeSelect (Converge International).

3.6 Director People and Culture will:

- Have overall responsibility for ensuring that all tests used in the testing process are in accordance with this procedure and section 2.9.5 of [NSW Ministry of Health Policy – PD2017_040 Recruitment and Selection of Staff to the NSW Health Service](#).

3.7 SafeSelect (Converge International) will:

- Own the respective test materials, test report formats and test result summary sheets.
- Provide local test administrators with training to administer the tests to ensure integrity is maintained in the testing process.
- Provide advice to selection panels if required (contactable on phone 03 8681 2436 or 0434 127 465 or email prue.laurence@convergeintl.com.au).

4. PROCEDURE**4.1 Job Advertisements**

It must be stated in job advertisements that pre-employment screening forms part of the recruitment process. As a minimum, a statement must be included in the on-line job advertisement for prospective applicants. Wording to be used is provided as follows:

“Recommended applicants will be required to undertake Psychometric testing. Master Licence No: SESLHD: 410751034”

4.2 Conducting the Test Session

Security Manager advises Test Administrator which applicants are to undertake the Applicant Suitability Matrix (ASM) Testing. Test Administrator generates a testing session via a link on the SafeSelect website. A letter containing instructions is emailed to the applicant enabling completion of the assessment at home online. The test timeframe will be pre-populated with the 'from' date being the date the email is being sent and the 'to' date being a date that is two (2) days later. The testing session is able to be completed at any time during the specified time frame. The ASM has a series of 130 statements. Most people take 15 -20 minutes to answer these statements.

The report will be available to the authorised contact, either by email or download from the website, as soon as the applicants have finished the online assessment.

Prior to commencing the test, applicants are required to agree to the terms contained in the SafeSelect Informed Consent for Applicant Suitability Matrix (ASM) Testing. Applicants will receive a PDF version of the Informed Consent at the same time as the link to the online testing.

4.3 After the Test Session

The test results are automatically electronically provided to the relevant contact for the position being recruited to (within approximately two minutes) to the nominated work email address. Following receipt of the results the relevant contact can provide the results to the selection panel.

4.4 Use of Test Results

There are no pre-determined scores on either test that describes the ideal candidate. The selection panel should consider test findings along with all other aspects of the recruitment and selection process, having due regard for the duties of the position, recruitment and retention issues, and availability of potential applicants in the employment marketplace.

However, for the selection panel to be able to make an appropriately informed decision, members will need to be provided with sufficient information to allow them to understand the results and to explore issues at interview that may have arisen through the screening process.

The test results are not to be used as the sole determinant for a recommendation, as on their own the results provide only limited information.

Once the selection decision is made an eligibility list can be created (if applicable). Any applicants who are put on an eligibility list will not need to undergo testing if employed within 12 months of the initial recruitment period.

No offer of employment is to be made until the Security Manager ensures that all aspects of the recruitment and selection process is finalised including employment checks.

4.5 Post Test Feedback

If sought, post-test feedback can be provided as part of the general feedback provided to applicants. Copies of test results or 'scores' should not be provided to applicants. It is recommended that the trained administrator who interprets the results should use the training manual supplied by SafeSelect (Converge International) as a guide. Contact SafeSelect (Converge International) or Shona Cassell, Safety Culture and Wellbeing Manager for assistance, if needed.

4.6 Retesting Validity Dates

An applicant's test results may be valid for any similar position for 12 months from the date of testing.

4.7 Storage and Confidentiality of Test Results

Due to copyright issues associated with the test materials, photocopies of test results should not be provided to job applicants or the successful applicant.

It is not appropriate that results be placed on the personnel file of the successful applicant. As the testing is part of the recruitment process, test results and signed consent forms should be kept only in the recruitment file. The recruitment file should then be appropriately stored and disposed of in accordance with the State Records General Disposal Authority requirements.

Information resulting from the tests must be kept in the strictest confidence. Software and test documentation must be kept securely and software passwords not divulged to unauthorised personnel.

Confidentiality of the test results must be maintained at all times, with results only being provided to appropriate individuals e.g. the interview panel, relevant Human Resources Advisor as required.

5. DOCUMENTATION

[Security Consent Form](#)

6. AUDIT

Not required.

7. REFERENCES

[NSW Ministry of Health Policy – PD2017_040 Recruitment and Selection of Staff to the NSW Health Service](#)

SESLHD PROCEDURE**Security Staff Pre-Employment Screening****SESLHDPR/427****8. REVISION AND APPROVAL HISTORY**

Date	Revision No.	Author and Approval
July 2015	1	Kelly Crawford, A/Manager Recruitment and Workforce Transaction Services, SESLHD. Endorsed by Director, Workforce Services to proceed to Draft for Comment.
September 2015	2	Minor change to wording in Section 1 Background. Endorsed by Executive Sponsor
July 2017	3	Minor changes approved by Executive Sponsor
November 2017	4	Update to links and department names.
July 2020	5	Update to department/directorate names and contact points
August 2020	5	Minor changes approved by Executive Sponsor