




Recruiting the right people

What to know

 This summary sheet outlines key points from **PESEC-I: Recruiting the right people** – a policy under Tasmania's Protective Security Policy Framework (TAS-PSPF).

The TAS-PSPF supports Tasmanian Government agencies to protect their people, information and assets from compromise and harm.

To read the TAS-PSPF or to find other summaries, policies and resources, go to www.security.tas.gov.au

For any organisation, there are security risks when it comes to recruiting people who will have access to the important information, systems and assets that enable its day-to-day business.

We are not immune to security risks associated with employment in Tasmanian Government agencies. It's our role to safeguard against this risk by applying contemporary standards to screening people who are, or will be, engaged in government business.

Policy PESEC-I is about assessing the suitability and validating the identity of these people (which includes contractors and volunteers), using pre-employment and pre-engagement processes.

Conduct pre-employment screens

Your agency owns the risks associated with recruitment of people into the agency. This means your agency must consider which pre-employment screens may be required to assess the suitability and identity of people applying for positions. This will be based on the risk environment of your agency and the position being filled.

If a position has been identified as requiring a national security clearance, there are minimum pre employment screens that should be undertaken, with recommended screens including:

- identity and eligibility checks
- reference checks.



Conduct additional screening

Your agency will have positions that have increased security risks associated with them. For this reason, additional screening may be needed. Your agency must decide what additional screening is relevant based on the increased security risk. Additional screening may include:

- working with vulnerable people registration
- national police check
- drug and alcohol testing
- psychometric testing
- security clearances.

Maintain a security clearance register

Your agency will have certain positions that have been identified as having an ongoing need to access highly sensitive or security classified information, or positions that require a higher level of assurance about a person's suitability. These positions must be recorded in a register, along with the level of security clearance required by the occupant.