INSTRUCTIONS - HIRING RISK ASSESSMENT MODEL

The Hiring Risk Assessment Model is used to determine what type of employment verification a position requires when it is being staffed (including transfer assignments):

- Education / certification / employment check;
- Criminal records check; and/or
- Certified criminal records check.

During the staffing process the Human Resource staffing practitioner will use the Hiring Risk Assessment Model tool on positions not already identified as positions of trust or highly sensitive positions. The decision to require a criminal records check is based on factors specifically related to the duties and responsibilities of the position being filled. The five factors used in the model are:

1.   Access to children and vulnerable persons
     This factor focuses on how often the position requires the employee to interact with clients and whether the interaction will be supervised.

2.   Access to financial assets
     This factor focuses on the financial assets (i.e. cheques) the employee in the position is responsible for that can be used for personal gain.

3.   Access to sensitive information
     This factor focuses on how much sensitive information (i.e. medical records, credit card information) and how often the position requires the employee to have access to the information.

4.   Access to physical assets
     This factor focuses on how often the position will have access to physical assets (i.e., laptop computer) and whether the employee is held personally accountable for the assets.
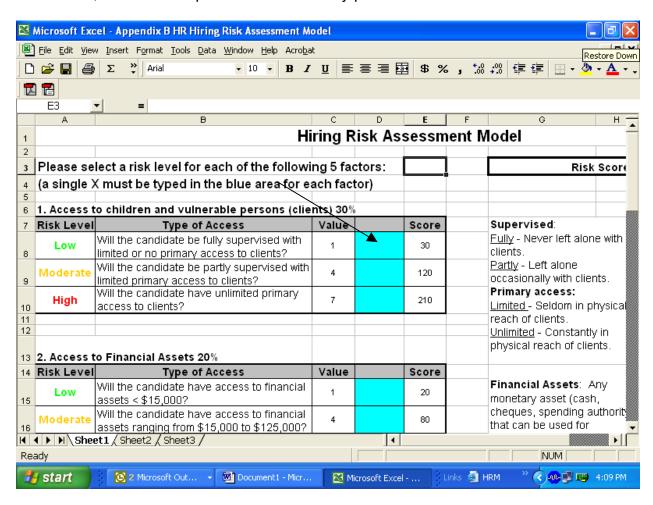
5.   Reputation
     This factor focuses on the scope of any negative action by an employee in a Government position becoming public knowledge and the negative impact on the public opinion of the Government of the Northwest Territories.

Each factor has three types of access established with a corresponding risk level– low, moderate, or high– identified. Notes are provided on the spreadsheet to explain and help determine the access.

The tool was created in Microsoft Excel. To use the tool, Excel software must be running. By placing an X in one of the boxes in the blue area indicated for each of the five factors, a calculation process automatically provides the risk score.

The risk score and the type of verification check required will appear in the top right hand corner. The risk score identifies the type of verification required when staffing a position:

- Low- education / certification / employment check;
- Moderate - criminal records check; or
- High - certified criminal records check.

The Human Resource staffing practitioner will complete a hiring risk assessment model for each position not already identified as a position of trust or highly sensitive position. The Human Resource staffing practitioner will print a record of hiring risk assessment, write the position number at the top of the document, add the date the assessment was completed and place the document in the competition folder.