Process Flowchart (For Hiring Managers)

Criminal Record Check

Flowchart Key
1. The deputy minister is responsible for approving the designation of positions requiring security screening.
2. The hiring manager is responsible for ensuring that the requirement for security screening is included in any job posting information.
3a. Selected applicant provides a completed and signed consent form with photo ID (for verification). Only the selected applicant’s consent form is entered by the hiring manager into the Personnel Security Screening Office (PSSO) online criminal record check service. The hiring manager scans the consent form and submits the scanned document using an AskMyHR service request.
3b. Selected applicant declines to provide consent form and opts out of the recruitment process.
4. PSSO conducts the criminal record check. If any records are found, PSSO makes the determination if the criminal record is relevant to the position.
5a. PSSO notifies the hiring manager that no record was found or record is not relevant to position.
5b. PSSO notifies the hiring manager that a record was found – applicant not eligible for position.
6a. Hiring manager notifies HR Services the record check is complete.
6b. Hiring Manager notifies applicant that (i) they will not be hired based on the criminal record check results, (ii) if they wish further information/reasons on the decision, they should contact the PSSO, and (iii) they have the option to request a review of the decision by the deputy minister. This option must be requested within 7 days.
7. Applicant requests Deputy Minister review of decision not to hire.
8a. DM conducts review and determines hiring should proceed.
8b. DM conducts review and confirms decision not to offer employment.
9a. Employment confirmed.
9b. Employment not offered. All records are destroyed.