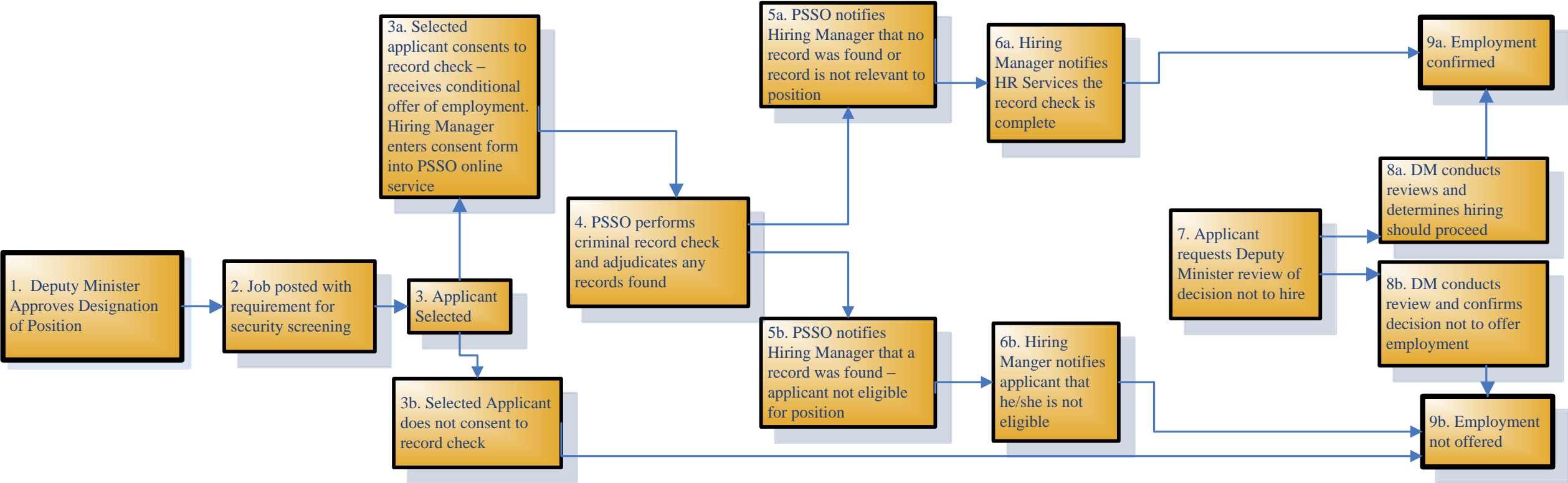


Process Flowchart (For Hiring Managers)

Criminal Record Check



Where ideas work



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 the applicant has passed the criminal record check (either no record was found or the record was not relevant)
- 5b. PSSO notifies the hiring manager that the applicant is not eligible for the position based on the criminal record check results.
- 6a. Hiring manager notifies HR Services that the applicant has passed the criminal record check.
- 6b. Hiring manager writes letter to applicant informing him/her 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.
 - 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 that the deputy minister review the decision not to hire on the basis of a relevant record.
- 8a. The deputy minister reviews the decision not to hire and determines that the best course of action would be to offer employment.
- 8b. The deputy minister reviews the decision not to hire and determines that there is no reason to reconsider the hiring manager's decision.
- 9a. Confirmation of employment sent to applicant.
- 9b. Employment not offered. All records are destroyed.