

Minimising your risks at every stage: an overview

Minimising the risks with hiring and managing contractors starts before you hire, flows into the recruiting process, and continues throughout the life of the contract.



Take a risk-based approach

- ✓ Assess the work you want done
- ✓ Assess the risks of hiring a contractor to do the work
- ✓ Decide whether you need extra pre-employment checks



Recruit the right person

- ✓ Communicate security requirements in role advertisements
- ✓ Carry out baseline pre-employment checks
- ✓ Consider extra checks for higher risks
- ✓ Check for and manage any conflicts of interest
- ✓ Address any concerns from pre-employment checks
- ✓ Request a national security clearance if necessary



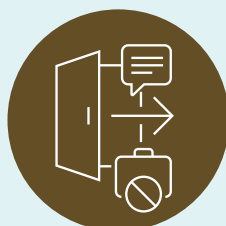
Set the right expectations

- ✓ Communicate your security expectations clearly



Ensure ongoing suitability

- ✓ Monitor changes to ensure the contractor remains suitable for doing the work
- ✓ Manage role or assignment changes



Manage their departure

- ✓ Revoke access to information, systems, and premises
- ✓ Make sure all property is returned
- ✓ Do an exit interview if appropriate
- ✓ Explain any continuing obligations to your organisation
- ✓ Retain, transfer, suspend, or cancel any national security clearances

Name:

Checklist for managing contractors

Use this checklist to help you reduce risks at every stage of hiring and managing contractors.

Take a risk-based approach

- List the work you need the contractor to do
- List access requirements and how long each is needed
- Complete and document your risk assessment (include any supply chain risks)
- Decide if extra pre-employment checks are necessary
- Request a national security clearance (if needed)

Recruit the right person

- Outline your security requirements accurately in the role advertisement
- Carry out baseline pre-employment checks:
 - confirm their identity, nationality, and right to work in New Zealand
 - check their references with former employers
 - conduct a criminal record check
- Carry out extra pre-employment checks if necessary (cross out checks you won't do):
 - psychometric
 - credit
 - qualification
 - Police
 - drug and/or alcohol
- Carry out a national security clearance check (if needed)
- Check for conflicts of interest
- Work out whether you can reduce the risks identified during pre-employment checks
- Create a risk management plan (if needed)
- Clearly communicate your organisation's security expectations — ensure the contractor understands your security policies and processes and agrees to follow them

Ensure their on-going suitability

- Make the contractor aware of their ongoing responsibilities for security
- Ensure a contractor with a national security clearance understands their responsibilities
- Monitor the contractor's compliance with your role and security expectations
- Complete all pre-employment checks and/or ongoing suitability checks before moving a contractor or extending their contract

Manage their departure

- Revoke the contractor's access to information, systems, and premises
- Ensure the contractor returns all property
- Do an exit interview (if appropriate)
- Ensure the contractor understands any continuing obligations to your organisation
- Retain, transfer, suspend, or cancel any national security clearance