
Pre-Employment Clearance Screening Program

AMS 6.12
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I. Policy

Policy Rationale

1. The World Bank Group has a responsibility to its shareholders to ensure that all employees are trustworthy and that their professional bona fides are validated. Thus, it is necessary to determine the true identity and authentic credentials of individual candidates for employment. The means by which this duty of care is executed is through the application of the World Bank Group's Pre-Employment Screening Program. The Human Resources Vice Presidency of the World Bank Group has ownership for the pre-employment screening policy while Corporate Security is responsible for its implementation.

Scope

2. This policy applies to the hiring practices of all organizational units of the World Bank Group.

Statement of Policy

3. Determining the credentials of a candidate for employment involves an examination of a sufficient period of a candidate's life to form an affirmative decision that the person is suitable for employment at the World Bank Group. In the World Bank Group, this is considered seven years prior to possible employment. The process includes carefully weighing a number of variables and is known as the "Whole Person Concept". A suitability determination is reached by reviewing all reliable information available, both past and present. Each candidate is judged on his/her own merits and the final decision as to whether to proceed with an individual hire is the responsibility of the Hiring Manager, in consultation with Human Resources, taking into account the information provided from Corporate Security, which is responsible for the conduct and adjudication of the inquiries' results. The World Bank Group does not recognize security screenings from other institutions or national security clearances; therefore, Hiring Unit managers and candidates must adhere to the World Bank Group Human Resources' employment requirements for screenings as follow.

3.1 Screening is required for any person selected for an Open ended, Term, Extended Term Consultant (ETC) or Extended Term Temporary (ETT) appointment or Special Assignment Appointment as defined in Staff Rule 4.01, Section 2.

3.2 Screening is required before entry on duty for Short Term Consultants and Short Term Temporaries working within WBG Treasury units. For Short Term Consultants and Short Term Temporaries in other business units who will have privileged access to systems that host Confidential or Strictly Confidential information, screening is required and should be obtained before privileged access is provided.

3.3 For other specific appointment types, screening may be requested at the option of the Hiring Unit Vice President, if such screening is consistent with prudent business practices.

3.4 Security screening is not required for a staff member who changes appointment type, provided that the staff member has received prior security screening. Security screening is valid for five (5) years from the original screening issuance date for former World Bank Group employees who seek re-appointment.

3.5 A candidate may be hired and enter on duty prior to the completion of the pre-employment screening process, if both the candidate and the Hiring Manager sign the Pre-Employment Screening Certification and Waiver form acknowledging that if the candidate is not cleared for employment following the screening, his/her employment will be terminated immediately, without any liability to the World Bank Group. Privileged access to systems that host Confidential or Strictly Confidential information will be restricted by the World Bank Group for the interval between

entry on duty and successful completion of the pre-employment screening process for these candidates.

3.6 Persons assigned to the World Bank Group under a company contracted for services to the World Bank Group are required to undergo a pre-employment screening at the contractor's expense in accordance with the contract terms and conditions. This is required prior to beginning work on any World Bank Group contract. Upon request by the World Bank Group, the contractor is required to certify to the Corporate Security ID Office that all persons are in compliance with the contract. In addition, the contractor is required to inform the World Bank Group if at any time the contractor becomes aware of circumstances that change an individual's eligibility to work on World Bank Group premises pursuant to the terms and conditions of their contract.

Responsibilities

- Hiring Unit Managers
- Candidates for appointment types defined in Staff Rule 4.01, Section 02
- Services Contract Managers and Employees
- Human Resources Services
- General Services Department

Applicable International or National Standards

BS ISO/IEC 27002:2005 Code of practice for information security management
BS 7858:2006 Code of Practice for Security screening of individuals employed in a security environment

Directive References

Staff Rule 2.01 "Confidentiality of Personnel Information"
Staff Rule 4.01 "Appointment"
AMS 6.21B "Personnel Security"
AMS 6.21N "B2E (Business-to-Employee) Access Control"

For additional information refer to the Pre-Employment Screening Guideline located on the Corporate Security website.

Dates Issuance and Revision

Issued February 2010

II. Procedures

Data Collection

4. To initiate the pre-employment screening process, the candidate must submit the appropriate documentation to the Bank or IFC Human Resources (HR) Recruitment Unit or to the Human Resources Officer or Resource Management Officer of the hiring unit. The Bank or IFC Human Resources Officer or Resource Management Officer will be the primary point of contact with the prospective staff member and is responsible for coordinating with the Pre-employment Screening unit of Corporate Security.

4.1 The Bank Group's Human Resources Personal History Form (PHF) is the basis of the pre-employment verification and is provided by Bank or IFC Human Resources to Corporate Security. The candidate is required to complete and attest to the veracity of all statements made in the PHF.

4.2 In addition to the PHF, each candidate is required to complete a general waiver or authorization for release of information, a waiver for authorization and release of credit/financial

information and a waiver for authorization and release of educational information. The candidate is responsible for providing a copy of applicable degrees and diplomas.

4.3 All documents must be signed by the candidate and returned with the PHF to the Human Resources Recruitment Officer or Resource Management Officer, who will enter the documents into the Pre-employment Background Clearance System.

4.4 Corporate Security reviews the data provided, determines the scope of investigative inquiries, to include determination for U.S. or international inquiries, and determines the need for additional documentation that may be necessary in order to verify or expedite the screening process. Corporate Security provides the data to its contractor who carries out all investigative inquiries.

4.5 The World Bank Group holds confidentiality of personal information of utmost importance. All personal data will be protected in accordance with the World Bank Group's information security policy, which extends to World Bank Group contractors. In accordance with the terms of the contract, a contractor's information security controls may be audited by Corporate Security or other audit function of the Bank.

Scope and Nature of Information Collected

5. A compilation of information is collected to provide a comprehensive image of the candidate's "*Whole Person Profile*".

5.1 Previous employment verification is based on obtaining the candidate's employment history for the past seven years.

5.2 Educational history is verified including dates and degrees or certificates earned and dates of attendance at particular institutions. The World Bank Group shall seek academic transcripts or other indicators of academic performance. The furnishing of academic certificates by an applicant shall not be deemed sufficient evidence to confirm the actual award of the degree or other academic qualification.

5.3 Professional accreditations will be verified in the instance that these are required for the performance of particular positions. While normally reserved for vocations requiring professional accreditation, such verifications may also be executed on persons employed in non-professional roles where accreditation is relevant to the position for which they are applying.

5.4 Criminal history screening establishes the presence of any undisclosed criminal convictions and the presence of any undisclosed arrest records.

5.5 Verification of national identification numbers assists in ascertaining the true identity of a candidate and his/her residential address history which is important to the search for criminal/judicial records. Verification will also assist in identifying any aliases used by the candidate undisclosed in the PHF.

5.6 Verification of an individual's credit history is conducted. Credit checks are conducted as valid indicators of risk. Relevant credit history includes suits, judgments, tax liens, bankruptcies and debts.

5.7 Miscellaneous verifications may be conducted depending on the nature of the position.

Determination/Adjudication of Findings

6. Corporate Security will review its investigative contractor's findings, the data provided in the PHF, and any other information gathered as part of the pre-employment screening.
7. Corporate Security will determine whether the screening has revealed inaccurate or negative information that could lead to a "Negative Recommendation", i.e., a recommendation against hiring or against continued employment if the person has been hired prior to completion of the screening through the Hiring Manager's use of the Pre-Employment Screening Certification and Waiver option. Information most likely to result in a Negative Recommendation by Corporate Security to Human Resources and the Hiring Manager includes, but is not limited to:
 - a. Falsification of any information provided on the PHF
 - b. Inaccurate or non-verifiable employment or educational credentials
 - c. Criminal records, particularly if not reported
 - d. Demonstrated financial irresponsibility
 - e. Behavior incompatible with the World Bank Code of Professional Conduct
8. If Corporate Security determines that a Negative Recommendation is likely, it will consult with both Human Resources and the Hiring Manager to review the relevant screening results about the candidate and relevant case history. The applicant may be requested to provide additional information and/or be given the opportunity to respond to the information supporting a Negative Recommendation.
9. If Corporate Security issues a Negative Recommendation, the Hiring Manager in consultation with Human Resources may decide to accept the Negative Recommendation and not hire. In the case of staff hired prior to completion of the pre-employment screening, the Hiring Manager in consultation with Human Resources shall consult with the hiring unit Vice President (or equivalent official) who can decide to terminate the staff member's employment as allowed by the Pre-Employment Screening Certification and Waiver.
10. If the Hiring Manager does not accept a Negative Recommendation, s/he shall consult with the hiring unit's Vice President (or equivalent) who may determine that business requirements warrant accepting the risk of hiring (or continued employment) notwithstanding the Negative Recommendation.
11. The Chief, Corporate Security may appeal a determination to accept the risk of hiring to the hiring unit's Vice President (or equivalent) who will be required to make a final determination.

