

The background checking table

This table contains a range of criteria that can help you perform robust background checks when appointing new members to Crown entity and government boards. For more information, see page 24 of the Board Appointments and Induction Guidelines. Note that not all appointments will require all criteria to be checked. The checkboxes are editable, and this form can be used as a checklist both electronically and as a printed product.

Recommended item	Location of information	Comment	Checked
Identity check	Department of Internal Affairs – Evidence of Identity Standard .	For many reasons, as well as their legal name, people may have other names they use (aliases) or were known by previously. It's useful to prompt candidates to include those on their disclosure form.	<input type="checkbox"/>
Criminal record check	File printout of third-party criminal conviction history including nil return available at Criminal record check .		<input type="checkbox"/>
Disqualified or banned directors on the Companies register	Disqualified director search at Banned directors .		<input type="checkbox"/>
Internet search: Google, Bing, Fuseworks etc Review any media issues including social media, Facebook, LinkedIn etc	Relevant networking websites include but are not limited to: <ul style="list-style-type: none">• LinkedIn• Facebook• Twitter Note that information from these sources may not be reliable and may require verification.	Note that different search engines may generate varied results. If an issue emerges from an internet search, it's important any matters of fact are verified with the candidate and any other relevant party. Judgement is needed to assess whether such findings raise genuine concerns about a potential appointee.	<input type="checkbox"/>
Verification of education qualifications	Candidate may supply or is previously verified and on file. University of Otago official academic documents can be checked at Verification of Qualifications .	Candidates may have certified copies of their qualifications.	<input type="checkbox"/>

Recommended item	Location of information	Comment	Checked
	<p>University of Auckland – Graduate database.</p> <p>Victoria University of Wellington – Roll of graduates.</p> <p>Canterbury University – Graduate search.</p> <p>AUT – Check a graduate’s qualification.</p> <p>Massey University graduate database search.</p> <p>Lincoln University – contact the Graduation Office graduation@lincoln.ac.nz.</p> <p>University of Waikato – Applying for an academic record or completion letter.</p>	<p>Verification of post-secondary enrolment and graduation for most public and private United States institutions – Online Student Verification Services.</p> <p>Degree verification from UK universities can be obtained via a centralised system to connect employers, agencies, universities, embassies, and councils – Higher Education Degree Datacheck.</p> <p>Note that verification often attracts a charge.</p>	
Verification of governance history	<p>Search the Companies Office’s Business Registries data services.</p>		<input type="checkbox"/>
Referee check	<p>Candidates are asked to confirm referees and supply permission to undertake necessary checks outside what is in the public domain.</p> <p>If the candidate has been or is a member of public sector board, the views of either chairs of those boards and/or the monitoring department should be sought.</p> <p>Referee checks should ask about the candidate’s contribution to organisational success.</p>	<p>Focus on performance in governance roles including the views of former or current chairs. Important areas to investigate include ethics integrity and conduct.</p>	<input type="checkbox"/>
Conflicts of interest	<p>See the Public Service Commission’s Conflict of Interest model standards.</p> <p>Checking and declaration of conflicts is a specific requirement of the Crown Entities Act s.31.</p> <p>The Office of the Auditor-General provides further Conflicts of interest guidance.</p>		<input type="checkbox"/>

Recommended item	Location of information	Comment	Checked
Credit checks	Candidate self-check credit information available at Check your own credit record .	May be necessary where the appointee or has significant direct influence over financial decision making.	<input type="checkbox"/>
Professional qualifications / memberships	Candidate may supply or is previously verified and on file.	This will be applicable to specialist panels, committees and bodies whose members are nominated by professional bodies.	<input type="checkbox"/>
Driving records		May be limited to appointments that may require driving or the board function relates to road safety, transport or similar.	<input type="checkbox"/>
Current or past legal proceedings		Note that no action should be taken regarding current proceedings until these are over.	<input type="checkbox"/>
Military service records if claimed	Search Military history, records and medals . Enquiries about living service people require authorisation here .	Necessary only if material to the role or credibility of the candidate.	<input type="checkbox"/>
Verification of prior employment	Where relevant to the role, candidate supplies certificate of service or is previously verified and on file.	Where relevant to the role.	<input type="checkbox"/>
Disclosure of changes in personal circumstances	At least annually, board chairs should ask board members to attest that nothing has changed in their personal circumstances which might affect their membership of a board. Identifying, assessing and managing conflicts of interest is an ongoing responsibility of the chair and board members.	Essential for all appointees. This process should also be applied when members are reappointed.	<input type="checkbox"/>