

# INTERNAL CONTROL SELF ASSESSMENT

## HIRING PRACTICES

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Yes	No	
_____	_____	1. Are references checked for at least the past 5-10 years on all employees before hire?
_____	_____	2. Are pre-employment background checks conducted on every employee?
_____	_____	3. Are credit checks conducted on key employees involved in the financial process before they are hired? If so, are they also done every 1-3 years after hire and for employees promoted internally to a key financial position?
_____	_____	4. If background and/or credit checks are conducted, internally or by an outside firm, are steps taken to assure legal compliance, e.g., with the Fair Credit Reporting Act and other laws and regulations?
_____	_____	5. If degrees or credentials are required or recommended for a position, are they verified prior to hire?
_____	_____	6. Are background checks and credential verification required for temporary employees? If so, is confirmation received from the temp agency?
_____	_____	7. Is there a "no tolerance" policy to resume lies and exaggerations? If so, does it apply to both prospective and existing employees?
_____	_____	8. Are open ended questions asked during interviews? Are responses verified during the reference checking processes?
_____	_____	9. Is an employment law attorney consulted for hiring policy and procedure changes?

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