



Policy Owner:	Vice President Finance and Administration			<div><div>جامعة حمد بن خليفة HAMAD BIN KHALIFA UNIVERSITY</div><div></div><div>عضو في مؤسسة قطر Member of Qatar Foundation</div></div>
Responsible Unit:	Human Resources Directorate			
Policy Name:	Pre-Employment Screening Policy			
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Pre-Employment Screening Policy

Ver.	Approval Date	Effective Date	Type of Change	Approved by
00	04/11/2025	09/11/2025	Initial Release	President

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1. Purpose

This policy establishes guidelines and requirements for pre-employment screening to assist in creating a safe and secure learning, working, educational, and research environment for the HBKU community, to protect the university's resources and assets, and to ensure that HBKU Employees are qualified to perform the jobs for which they are hired or appointed.

The main purpose of pre-employment screening is to ensure that candidates selected for employment at HBKU are truthfully representing themselves, are legally entitled to work in Qatar, have the required qualifications and experience, and do not have a medical or other condition which would make them unsuitable for employment pursuant to the laws of the State of Qatar.

2. Scope

This policy applies to all candidates considered for hiring or appointment in any of the employment categories defined in the Employment Categories Policy. It also applies to internal candidates who are being considered for an appointment, promotion, or transfer to a Position of Trust within the university or a position for which there are specific requirements as determined by the hiring entity/unit and/or the HBKU Human Resources Directorate.

3. Terms, Abbreviations, and Definitions


The following terms and abbreviations used in this policy shall have the meanings defined below:

Term/Abbreviation	Definition
Employee	Any person engaged to perform work for HBKU under HBKU's direction and supervision.
Position of Trust	An executive position involving top-level management functions including roles as President, Provost, Vice President, Assistant/Associate Provost, Assistant/Associate Vice President, Dean, Executive Director, and Director or higher level. In addition, it includes all positions with one or more of the following responsibilities: significant financial oversight, access to financial resources including cash handling and purchase cards, access to students housing facilities, key access to offices/worksites/facilities other than one's own office including housing facilities, and other positions designated by the Human Resources Directorate as Positions of Trust.
University or HBKU	Hamad Bin Khalifa University.

4. Policy

4.1. General Principles


- 4.1.1. Pre-employment screening will be used only to determine the selected candidate's suitability for employment at HBKU and will not be used to discriminate on the basis of race, color, national origin, language, religion, sex, age, disability, or any other bases as defined under Qatari law and regulations and HBKU policies.
- 4.1.2. No pre-employment screening is to be initiated without the written consent of the concerned candidate. The Human Resources Directorate is responsible for ensuring that an appropriate Pre-Employment Screening Authorization Form ('consent form'), is completed and signed by the concerned candidate before initiating any pre-employment screening. Candidates who do not provide consent will no longer be eligible for the position/role.
- 4.1.3. Offers of employment are contingent upon the individual authorizing a pre-employment screening and satisfying the pre-employment screening requirements set forth in this policy and as deemed appropriate by the Human Resources Directorate. Any individual who fails to do so will no longer be considered for the position/role.

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- 4.1.4. The head of the hiring entity/unit may submit a formal request for a waiver of one or more of the pre-employment screening requirements. All such requests must be approved by the Vice President Finance and Administration and will become part of the candidate's permanent personnel file maintained by the Human Resources Directorate.
- 4.1.5. Employment must not begin without a satisfactory pre-employment screening as deemed appropriate by the Human Resources Directorate.
- 4.1.6. For workers employed through an agency such as a company, independent vendor, or other forms of establishments, the agency must confirm that their pre-employment screening covers at least the same checks as those used by the University. The University does not hold the legal responsibility for the verification of any pre-employment checks of workers employed through an agency.
- 4.1.7. Third-party screening providers approved by the Vice President Finance and Administration may conduct all or part of the required pre-employment screening on candidates as determined by the Human Resources Directorate.
- 4.1.8. The Human Resources Director or his designee and the head of the hiring entity/unit can call candidates to discuss the results of their pre-employment screening in cases of minor discrepancies (e.g. a suspended license.) If candidates answer satisfactorily, they may still be considered for hiring.
- 4.1.9. Discovery, at any time, of false, incomplete, or misleading information on a resume, application, or any other official document or in statements made during an interview, will result in disqualification for and/or termination of employment.
- 4.1.10. Selected candidates may be eligible for the reimbursement of up to QAR 3,000 for reasonable and necessary expenses incurred during the pre-employment screening process. Eligible expenses, as determined by the Human Resources Directorate, may include the translation and authentication of academic credentials. Reimbursement is contingent upon the submission of valid receipts and supporting justifications and requires approval by the Human Resources Directorate.

4.2. Pre-employment Screening: Checks and Verifications

- 4.2.1. Pre-employment screening may include the following checks and verifications as determined by the Human Resources Department in compliance with this policy and depending on the position and the employment category:
 - Criminal background check,
 - Education and academic credentials verification,
 - Employment history verification,
 - Professional references verification,
 - Pre-employment medical check,
 - Entry and resident permit verification,
- 4.2.2. Other position-specific checks and verifications may be required as a condition of working on certain sponsored research projects or as determined by the Human Resources Directorate in consultation with the hiring entity/unit. These may include credit/financial history check for positions with significant financial responsibilities or motor vehicle records verification or social media checks or other safety and security checks as may be required by the position.
- 4.2.3. All Employees hired on the Permanent Employee, Fixed Term Employees, Rolling Term Employees, Limited Term Employees, Freelancers, Postdoctoral Scholars, Visiting Faculty and Scholars, and Adjuncts employment categories as defined in the Employment Categories policy must be subject to the criminal background check, education and academic credentials verification, employment history verification, professional references check, pre-employment medical check, and entry and residency permit

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verification unless approved otherwise by the Vice President for Finance and Administration based on a request from the Provost or the VP Research as appropriate or the hiring entity/unit and as permitted by relevant Qatari law and regulations.

- 4.2.4. All expatriates and visitors must be subject to the entry and residency permit verification to ensure that they hold an appropriate entry and/or residency permit that entitles them to undertake the required activities at the University.
- 4.2.5. Students hired under the Student Employment category must comply with the Student Employment Policy and are exempt from the pre-employment screening requirements unless they are to work in a Position of Trust or when a check and verification is required by relevant Qatari law and regulations. In such cases, appropriate checks and verification must be conducted as determined by the Human Resources Directorate.
- 4.2.6. Affiliates, honorary employees, graduate assistants, interns, trainees, volunteers, service workers, contingent workers, independent contractors, and individual contributors are exempt from the criminal background check, the education and academic credentials verification, the employment history verification, the professional references check, and the pre-employment medical check unless such checks and verifications are required by Qatari law and regulations or when determined otherwise by the Human Resources Directorate taking into account the position type and requirements.

4.3. Criminal Background Check

- 4.3.1. A Criminal Background Check will be initiated after a conditional offer of employment is accepted by the selected candidate.
- 4.3.2. Criminal background checks for local hires are typically conducted by the Criminal Evidence and Investigation Department (CEID) at the Ministry of Interior, Qatar.
- 4.3.3. The CEID background check process requires applicants to provide a fully attested Police Clearance Certificate or a 'Certificate of Good Character' from their country of origin issued from the candidate/Employee's country of citizenship.

4.4. Education and Academic Credentials Verification


- 4.4.1. The Education and Academic Credentials Verification will be initiated after a conditional offer of employment is accepted by the selected candidate.
- 4.4.2. Education and Academic Credentials verification may be conducted by third party providers.
- 4.4.3. The candidate should produce original educational and academic certificates duly attested, at their country of issuance by a competent verification authority that can be authenticated by concerned authorities in Qatar.
- 4.4.4. The candidate may be requested to produce original transcripts clearly indicating the degree award date and the major/program of study.

4.5. Professional Reference Verification

- 4.5.1. The professional reference verification will be initiated after a conditional offer of employment is accepted by the selected candidate.
- 4.5.2. The professional reference verification will include verification of the professional certifications and licenses.
- 4.5.3. The professional references may be evaluated in consultation and collaboration with the head of the hiring entity/unit or his/her designee.

4.6. Pre-Employment Medical Check

- 4.6.1. Selected candidates recruited locally will undergo medical tests at the Medical Commission facilities in Qatar as part of the employment procedure.
- 4.6.2. Selected candidates from outside Qatar are required to undergo medical tests and produce a letter from a reputable medical institution confirming that they are medically

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fit to perform the job they are being considered for. On arrival in Doha, the new recruits will undergo medical tests at the Medical Commission facilities in Qatar for issuance of the Residence Permit.

- 4.6.3. Family members of the expatriate Employee who will reside with the Employee in Qatar must also undergo a medical examination at the Medical Commission facilities in Qatar for issuance of a Resident Permit.

4.7. Confidentiality

- 4.7.1. All information received in connection with pre-employment screening is confidential and may be shared only on a strict need-to-know basis and/or as required by law.
- 4.7.2. Any information discovered through pre-employment screening is used solely to review an individual's suitability for employment at the university in that position/role.
- 4.7.3. Heads of hiring entity/units will be informed if the pre-employment screening results are unsatisfactory as determined by the Human Resources Directorate and if the selected candidate cannot be considered for hiring; however, confidential information is not released to the hiring entity/unit head.
- 4.7.4. Pre-employment screening related information and documentation including the following records must not be stored in the Employee personnel file:
 - 4.7.5. The completed and signed Consent Form,
 - 4.7.6. Information and documents collected from pre-employment screening,
 - 4.7.7. Decision on collected screening information and evidence related to position,
 - 4.7.8. Any correspondence related to pre-employment screening.
- 4.7.9. The pre-employment screening records will be securely maintained for a period of ten (10) years after the position has been filled or a decision has been taken not to hire. The maintained records will be destroyed after ten years from the position being filled including the records of the applicant that was hired.

5. Associated Procedures, Guidelines, and Supporting Documents

NA

6. References and Related Policies

Personnel Files Policy
 Employment Policy
 Employment of Relatives Policy
 Anti-Discrimination and Equal Employment Opportunity Policy
 Employment Categories Policy

7. Source, Responsible Office, Authority

The Human Resources Directorate is responsible for the administration, implementation, and enforcement of this policy.