

Verification of raters for 360 degree profiling

Description

This procedure outlines the process on how to go about verifying a candidate's rater and/or raters in the instance that AIFL management and staff believe that there could be a case false information or data. The AIFL has the right to verify information of the candidate by contacting the rater using the contact information provided on the contact details form which candidates will be asked to complete after being approved to continue with the 360 degree profiling tool. If the candidate's information proves to be correct after a verification has been conducted, the AIFL staff will continue to progress the candidate's relevant qualification. In the event that the candidate has provided the AIFL with false or misleading information, AIFL management and staff will discuss a course of action which may result in the candidate being removed from being eligible to complete the qualification.

Scope

This procedure applies and is made available to all AIFL management and staff.

Process

1. After the candidate has submitted their resume and position description, and approved to progress with the 360 degree profiling, they will be asked to complete a contact details information form that provides the AIFL with contact details for each of their raters and verifier.
2. AIFL staff may use the contact details of the raters and verifier at any stage that they feel necessary to verify information and data on the candidate.
3. Depending on the results that come out of the AIFL staff's investigation, further action may need to be taken if the candidate is believed to have provided false or misleading information.