



the dpsa

Department:
Public Service and Administration
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TO ALL HEADS OF NATIONAL DEPARTMENTS, PROVINCIAL DEPARTMENTS AND GOVERNMENT COMPONENTS

ADVISORY NOTE: REFERENCE CHECKING AGAINST SOCIAL MEDIA PROFILES

1. The Minister for the Public Service and Administration issued a Directive on Personnel Suitability checks effective from 1 February 2018 to elucidate Regulation 57(1) (c) of the Public Service Regulations, 2016. In terms of the Directive the personnel suitability checks shall consist of the following:
 - a) Criminal record checks
 - b) Citizen verification
 - c) Financial record checks
 - d) Qualification / Study verification
 - e) Previous Employment verification
2. In addition, section G of the Application for Employment Form (Z83) makes provision for reference checks whereby the candidate must nominate referees and declare the relationship with them. Departments are advised to also extend reference checking to social media accounts to align verifications to comments/behaviour by applicants on these platforms that is public knowledge and can easily be verified by the employer. It is further advised that departments request consent from the candidate(s) for purposes of accessing their social media accounts.
3. Departments are advised to follow this practice for the appointment of all new entrants, current employees applying for other posts/employment/transfers, as well as for the appointment of Special Advisors and the filling of posts in Offices of executive authorities and Deputy Ministers.
4. Your cooperation is highly appreciated.

Kind regards,

Professor Richard Levin
Director-General

Date: 30/01/2019