A SAMPLE EMPLOYEE SECURITY CHECKLIST

	Yes	No
Is there an individual or department responsible for computer related security?	☐	☐
Are applicant references and background fully checked prior to employment?	☐	☐
Do relevant employees sign the agreement?	☐	☐
Are all new personnel advised on internal security practices?	☐	☐
Is there a formal manual defining the organisation's security standards and procedures?	☐	☐
Is this manual mandatory reading for new personnel?	☐	☐
Are changes in security practices incorporated in the manual and disseminated to the staff?	☐	☐
Is there an on-going programme of computer security education for all user personnel?	☐	☐
Is the programme kept current?	☐	☐
Is there an individual or a committee responsible for monitoring compliance with security standards and procedures?	☐	☐
Is a security check carried out for contract and temporary personnel?	☐	☐
Are the security arrangements for temporary personnel the same as those of full time employees?	☐	☐
Are identifications used to identify personnel?	☐	☐
Do the identifications indicate the level of employment security?	☐	☐
Are all personnel engaged in confidential or other sensitive work requested to leave immediately on resignation or dismissal?	☐	☐