

# Digital right to work changes checklist

On 1 October 2022 the way companies must onboard new employees changed. Here's a checklist of things you need to do to ensure you are fully compliant and aren't liable for hefty fines.

## Step 1. Understand the changes

As of 1 October 2022 employers must carry out either manual face-to-face checks or digital checks using an Identity Service Provider (IDSP). [Find out more](#) →

## Step 2. Choose your approach

After doing your research, decide which is more suited to your business – face-to-face checks or digital checks using an IDSP.

## Step 3. Select a provider

Should your approach include digital right to work checks, identify potential solutions such as AssuredID – a fast, effective government-certified solution from Reed Screening. [Find out more](#) →

## Step 4. Adapt your hiring process

Make any necessary changes to accommodate this new candidate screening process and communicate the changes to your recruitment teams and/or hiring managers.

## Step 5. Empower your teams

If you have opted for a digital solution, make sure the system is easily accessible by your teams and that everyone is up to speed with training on how to use it.

## Step 6. Test your new process

Prior to going live, give your solution a thorough trial run to ensure it's a good fit for your business.

## Step 7. Launch your new compliant process

Begin using your new approach and enjoy peace of mind that your right to work checks are compliant with the new legislation.

Scan the QR code to find out more about AssuredID

