



Pre-employment Screening

Pre-employment Screening (PES) is a service where Security meets Human Resource Management.

What is it?

Pre-employment Screening (PES) provides a means of protection for your firm by helping to detect hidden adverse history in an applicant's background, expose false claims and identify individuals who may be more susceptible to behave in a way that could harm the reputation and financial well being of your firm.

Selecting the right staff is critical for the future success of your company. A screening programme to verify claims made in an employment application that helps to identify the best candidates also helps to maximise the benefit from the recruitment process, which, in turn, will benefit business performance.

Why do it?

The simplest reason is that time and time again research tells us that people will make untrue claims in order to obtain employment. While a little 'embellishment' may be accepted here and there, an organisation is quite simply most at risk from its own employees therefore you need to know who is working for you.

The media remind us all too often also of the more unfortunate consequences of recruiting the wrong person.

Some industries require that pre-employment screening be undertaken to meet the needs of that particular industry. These include regulated industries such as Financial Services and Security while anyone who works with children or vulnerable adults must also be screened.

Outside of legal mandates, industry regulations and corporate governance, there are a number of benefits to an organisation from implementing a PES programme while those organisations that don't can leave themselves exposed to risk in their recruitment activity.

Key benefits include:
Industry best practice in recruitment
Pre-employment Screening will become a

standard part of recruitment practice in the future so any organisation that is not currently mandated to perform some kind of security screening will be undertaking 'Best Practice' in their recruitment activity.

A pre-employment screening service is also relatively inexpensive compared to the wider costs of recruiting a single individual while use of it matches your recruitment activity so there are no fixed costs to bear and no unnecessary time taken up by your HR staff in wandering around the minefield of how to go about screening someone.

Having a PES programme in place will also deter many unscrupulous applicants from applying in the first place.

Maximising the competitive position of the organisation

Leading companies seek to maintain their position by hiring the best candidates available based on their genuine experience and qualifications. A PES programme would therefore:

- Reduce the negative impacts on productivity and morale of mis-hiring
- Minimise the financial costs of increased staff turnover and re-recruitment
- Minimise the negative impacts of poor customer service arising from mis-hiring
- Verify that a candidate does not have a conflict of interest

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To confirm the claims made by prospective employees in order to ensure safety and security in the work environment for the Company and its employees

Most Security breaches occur from within an organisation. A PES programme will help to minimise the risk of:

- Loss or damage of company property and assets
- Harm to other employees
- Damage to corporate reputation through adverse activity

In essence, a pre-employment screening service aims to serve the best interests of an organisation by assisting the organisation in identifying the best candidate for the role.

Pre-employment screening continues overleaf.



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What sort of checks can be done?

- Verification of personal information such as address and date of birth
- Check of registrations on Electoral Register or equivalent
- Verify academic qualifications
- Verify professional or trade qualifications
- Confirm memberships of professional bodies
- Provide employment and personal references
- Confirm employment history
- Undertake a check of financial probity
- Details of current and past directorships
- Report on other company interests
- Perform Land registry searches
- Undertake detailed reference checking
- Carry out international media searches
- Undertake a Disclosure Service (Criminal Record checks)

The screening requirement will vary from role to role.

Alliance offers flexible pre-employment screening packages where you can use a standard 'off the shelf' package or tailor a solution to your individual screening requirements from the available range of options.

On completion of the screen a detailed report is presented to the client. Web-enabled tracking and delivery is anticipated for 2005.

How would it work for me?

If required, Alliance can guide you through issues arising from implementing a screening programme including:

Legal aspects

- Data Protection Act
- Human Rights Act
- Employment Law

Organisational approach

- Who to screen, at what level, and at what point in the recruitment cycle
- Suppliers, Contractors and temporary staff
- What to do with the results of a screen
- Industry-specific compliance
- International vetting
- Pre-employment screening and employment screening

About Alliance Security

Alliance Security has over 25 years experience in investigation and research on behalf of companies of all sizes across a wide number of industries and is therefore well placed to dedicate that expertise to a pre-employment screening service.

We are committed to service excellence and will we will work to help you ensure the integrity of the recruitment process in your company. All information is obtained and held appropriately and with the knowledge and consent of the individual.

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