Employment Screening
in 9 easy steps

Thinking of introducing employment screening to your organisation? Follow these simple tips to ensure your screening project is compliant, delivers effective results and a great candidate experience.

1.
RISK ASSESSMENT

List all the possible employee frauds that could occur in your organisation and score them 1-100 based on the damage they would cause.

2.
SCORE EACH JOB ROLE

List each job role and determine which frauds could be committed in that position. Add up the risk assessment scores to get a fraud score for each role.

3.
DETERMINE SCREENING LEVELS

Keep it simple, 3 screening levels: low, medium and high should be sufficient.

Build packages of background checks to mitigate the risks posed, adding more checks and checking further back in time the higher the risk.

4.
SCREEN ALL NEW EMPLOYEES

Do not just screen certain roles.

Screening all new employees offers much better protection for your organisation and cannot be deemed discriminatory.

5.
DECIDE HOW YOU WILL INTERPRET THE RESULTS

RESULT

Determine how you will interpret results and where your red lines are. How will you manage exceptions and scenarios where clarification from the candidate is required?

6.
CLEARLY MAP THE PROCESS

Map the entire screening process – data capture, candidate consent, commencing checks, report production and interpretation of results. Decide timelines and who will be responsible for each task.

7.
SIGNPOST YOUR CANDIDATES

Clearly guiding your candidates through the process will make your organisation look professional, minimise anxiety and deliver a better experience for candidates.

8.
CANDIDATE CONSENT

Ensure you obtain a signed consent declaration from your candidate – the screening process cannot start until you have this.

9.
PUBLICISE INTERNALLY

Get all internal stakeholders on board, especially hiring managers; clearly explain the process, timescales, how they can help and the benefits to your organisation.

NEWS

Time to get started
We hope our graphic has inspired you to get started with your employment screening project. If you have any questions along the way please get in touch.
We are happy to help.

knowyourcandidate.co.uk

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KNOW YOUR CANDIDATE