

# Employee screening & vetting: The benefits

What is a pre-employment screening? It consists of a process of investigating the credentials of (potential) employees in order to ensure hiring the right people for the right jobs. The pre-employment screening program includes a range of verifications to perform for final job candidates.

## What potential risks does your organization face?

Depending on the employees' position within the organization, as well as on the nature of your business, your company may face a range of risks that could probably be avoided by conducting pre-employment screening. Some examples of potential risks include but are not limited to:

### Financial loss

As a result of fraud, corruption or malpractice of a hired employee, your organization could suffer financial loss.

### Operational risk

Conflict of interest, fraud or corruption lead to operational risk. How will your business be affected in a case of bribery or white-collar crime?

### Reputational damage

Any cases of fraud, corruption or misrepresentation may be disastrous to a carefully built up reputation.

## A comprehensive solution

Organizations differ in size, type of business and geographic locations, which may require different levels of pre-employment screening. KPMG has developed a range of solutions which can be entirely customized to meet your organization's requirements, ranging from background checks to in-depth interviews. With years of experience and an understanding of what factors may impose a risk for your organization, we perform targeted checks that will not only lower the risk for your organization, but also for your stakeholders.

## Creating a tailor-made pre-employment screening process

KPMG offers the opportunity to set up a tailor-made pre-employment screening process.

### Employment, education & reference check

We will verify the most recent or most relevant diplomas and work certificates of your candidates. As part of our checks, we will contact references and ask for valuable credentials on the concerned candidate. In addition to that, we pay particular attention to any potential red flags on your candidates' CVs, such as unclarified gaps or mismatching starting dates.

### Criminal record & bankruptcy check

We will verify whether your candidate has any criminal record and perform a bankruptcy check. Our process will take local rules and regulations into consideration, meaning that we will adjust our processes to comply with privacy legislations in the respective jurisdictions.

### Astrus enhanced Due Diligence report

Our so-called Astrus report is a full "Enhanced Due Diligence" (EDD) report. Our analysts have access to more than 40,000 online sources worldwide, covering a variety of languages and geographic locations. The Astrus report covers corporate record, press and media sources, court records, law enforcement and regulatory enforcement notices, as well as sanctions lists.

## Some advantages of a pre-employment screening

### Integrity

Pre-employment screening strengthens your organization's ethics as the screening is part of your insider threat management to enforce your ethics and integrity policies and guidelines.

### Enhancing the ethical climate

Pre-employment screening will help you enhance a positive ethical culture within your organization, where employees

share your organization's norms and values. A positive ethical climate will contribute to employee motivation, is self-enforcing and results into a responsible culture in your organization.

### Trust

You will prevent potential future issues through pre-employment screening. This leads to increased trust, not only among your employees, but also from regulatory bodies as well as with stake- and shareholders.

# A typical pre-employment screening process

It is carried out in close cooperation with your organization's recruiting department. The process cycle demonstrates the flow of a typical screening process.

## 1. Recruiting

The process starts, like any recruitment process, with the definition of your candidate's ideal profile by your recruitment department.

## 2. Application

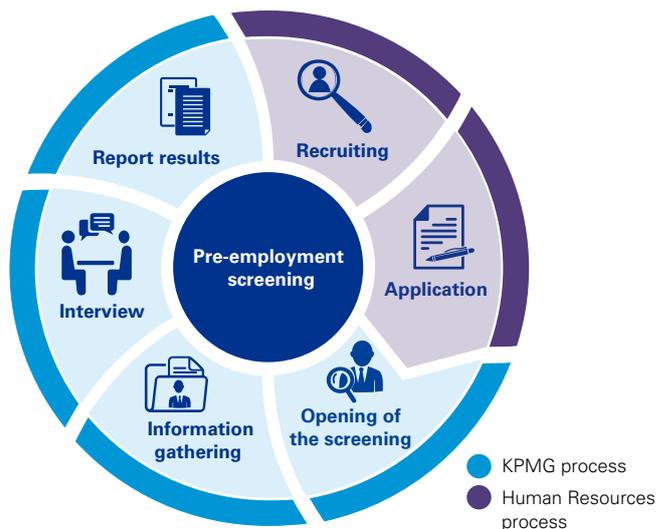
Selection of one or more candidates that fit with the desired profile, for whom the organization may want to start the pre-employment screening process.

## 3. Opening of the screening

Upon receiving personal details of the concerned candidates, KPMG initiates first a conflict check, ensuring that we are able to help you, and determine the right approach prior to performing our checks.

## 4. Information gathering

KPMG will gather documentation, such as a signed candidate consent form, work certificates, references, copies of diplomas and other documents in scope that may be required for our screening process.



## 5. Interview

If desired, KPMG may conduct an interview with the candidate to clarify any uncovered issues or gaps and to identify any matters of concern for your organization.

## 6. KPMG report

The findings of our pre-employment screening will be delivered to you in a comprehensive report, enabling your organization to make the right choice.

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