



SCREENEN.COM



Screening Companies and Job Candidates

Spare yourself a headache

The few brief interviews that constitute the vacancy filling process these days rarely provide an opportunity to really get to know your potential future employees. The person sat opposite you could be anybody. And although it seems farfetched, s/he may well be telling tales. Perhaps not even intentionally. After all, "What harm is there in being a little economical with the truth on a CV?"

To you, it could be very harmful indeed: That diploma the candidate claims to have obtained may be of crucial value to your company. What if you find out six months later that the person you hired does not in fact possess the desired certificates at all? And what about the employee who told you during the job interview that he will never be ill, yet who suddenly calls in sick with gastric flu after just two weeks? And with migraine five weeks later, backache four after that, before failing to turn up at all fifteen weeks into his new job?

This will cause stress and work won't be completed on time, or not at all, for that matter. In short, the situation will damage your reputation. It will cost you dearly in money-terms, too. Consider the cost of a termination settlement, not

to mention the cost of a new recruitment effort. That's hard-earned cash that you had perhaps wanted to re-invest in your company. If only you had known that your candidate was not qualified, or that he had been requested to leave his previous employer because of frequent absence.

Hence our advice: screen your candidates. You will save yourself a potentially huge headache. We're here to help you with a comprehensive package of services, conveniently available online. The procedure is quick, thorough, meticulous, accurate and lucid.

On these pages, you will read why you should screen a candidate, what we have to offer you in this field, how these issues are legally regulated and how things are dealt with internationally. Naturally, we will handle your information with all the necessary care, attention and integrity. Because like no other, we understand how important such matters are to you and your company.

With the kindest regards,
Bob Evertse
screenen.com

A new employee! Congratulations?

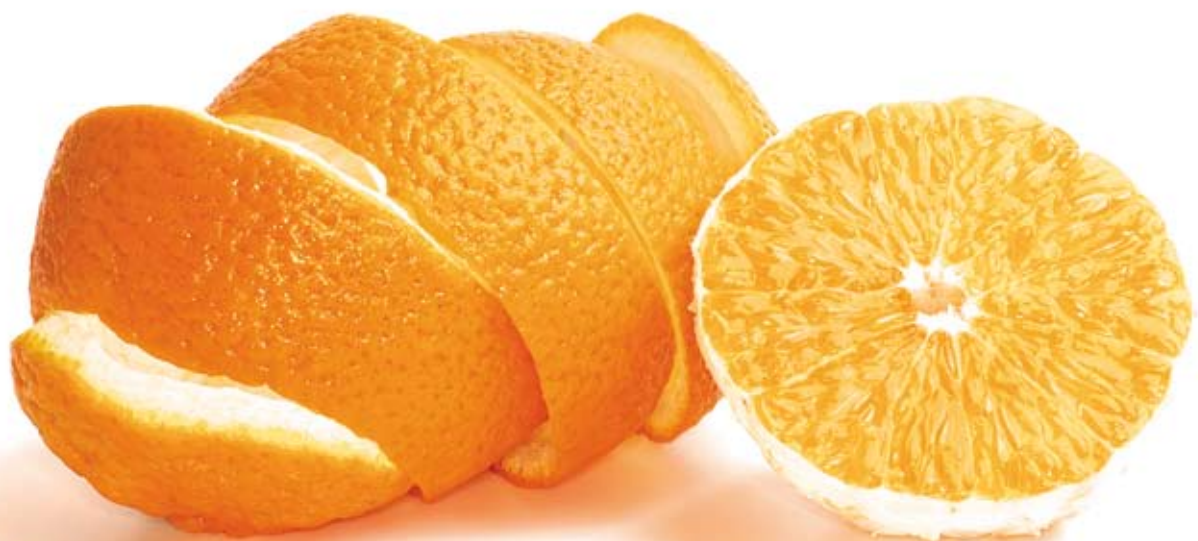
In their search for reliable staff, companies are increasingly screening candidates. And quite rightly so: it is important to know that your future colleague or employee can be trusted.

We investigate whether the information given to you by an applicant corresponds to reality. Is he who he claims to be? Is his CV correct? Are there any discrepancies in his employment history? Did the candidate indeed take the courses he claims to have taken and did he obtain the corresponding diplomas?



DR. R.H.A. PLASTERK
FORMER MINISTER
FOR EDUCATION,
CULTURE AND
SCIENCE

'THE TRADE
IN FORGED
CERTIFICATES IS
GROWING. IT IS LIKE
AN INTERNATIONAL
MAFIA'



Integrity

After thorough screening, we will conduct an interview and/or tests with regard to the integrity of the candidate. We will ask questions that you would prefer not to ask during a job interview for fear of upsetting the rapport you have just established. In addition, we consult sources other than those provided by the candidate. In a *mass media search*, we will methodically search national and international databases, news groups and archives for any relevant information.

Screenen.com offers pre, in and post-employment screening online. While you simply get on with doing whatever it is you do best, we will conduct our various background inquiries.

Pre-Employment Screening

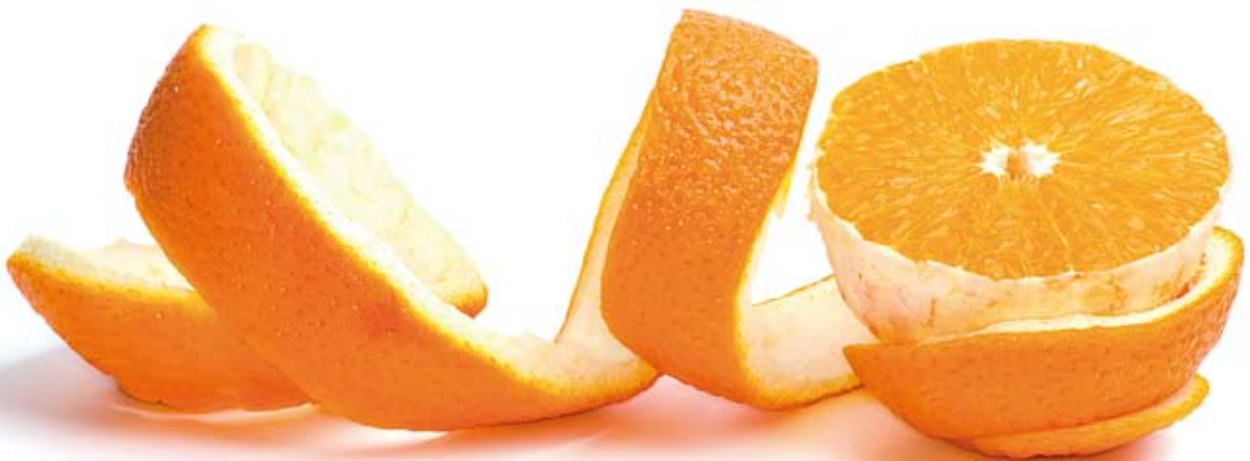
We meticulously check all certificates, references and other data. Among other things, we assess candidates on their integrity and trustworthiness.

In-Employment Screening

In the case of an internal reshuffle of strategic and sensitive positions, we will screen the various candidates for you. We will do so when there are internal signals that an employee is not performing to standard, too.

Post-Employment Screening

If your employee decides to move to another company, we will investigate whether he or she is perhaps taking along confidential information.



A Deal with a New Business Partner! Congratulations?

When entering into a business agreement, it is only right and proper to investigate whether the company with which you want to do business is of irreproachable conduct. We will check for you whether your business partner's conduct and methods are sound. Screenen.com offers due diligence services to this end. We will verify and analyse all information required for strategic or risky decisions and compose a comprehensive picture of the candidate company. We can even screen any individuals affiliated to that company.

Due Diligence Services

We perform security screenings of corporate entities and investigate any first and second line natural persons involved. In so doing, we help limit the risks involved in take-overs, business agreements and joint ventures.



MARCUS DRAAISMA
CHAIRMAN OF THE
JOB APPLICATION
CODE OF CONDUCT
COMMISSION NVP

'THE TIME THAT WE TOOK A JOB APPLICANT ON HIS WORD, OR JUST RELIED ON OUR INTERVIEWING SKILLS, REALLY SEEMS TO BE OVER.'

'WE INCREASINGLY HEAR ABOUT SURVEYS SHOWING THAT CVS ARE EMBELLISHED, EVEN FRAUDULENT, AND THAT CERTIFICATES ARE FORGED.'

Screening?

In practice, HR managers tend to exercise restraint when asking about certificates, and references are rarely checked. You want to build a relationship of trust with future colleagues and such checks feel like a violation of that trust. Moreover, screening is in itself rather time-consuming: checking someone's passport, calling schools to check whether a certificate was actually obtained, checking with former employers whether or not a candidate performed well and was not sick too often, investigating whether or not any business disputes occurred, corporate fraud was committed et cetera, et cetera.

Outsourcing such screening activities saves you a lot of time. Thanks to our experience, we recognise fraud and forgery from a mile off. And our keen, expert eyes easily detect incorrect and untrue statements in a letter. We will investigate all claims made and unravel all the information for you down to the last detail.



HENK-JAN
ENGELHARDT
GENERAL MANAGER
KEESING
REFERENCE SYSTEMS

'UNFORTUNATELY,
THE SCREENING
OF IDS IS STILL NOT
'COMMON PRACTICE'.
GREATER AWARENESS
AMONG EMPLOYERS
IN THIS REGARDS
IS CERTAINLY
REQUIRED.'



Why Screen?

Failure to investigate the integrity of a candidate or business partner has resulted in many poignant situations. In the case of internal fraud, for instance, your organisation may sustain substantial damage. The company culture will be undermined and the financial consequences can be very serious indeed (damage to your reputation, liquidity issues, even bankruptcy is not unheard of).

Liability

Fraud with identity documents can cause a lot of harm to you as an employer, even if you are unaware that such fraud is going on. If it turns out that there are irregularities with an employee's documents, the authorities will often regard this as a corporate crime, for which you as employer are legally liable. The consequences are unforeseeable, but you can expect the damage to your image, reputation and pocket to be severe.



Creative with the Truth

When is a job applicant lying? Is it a lie when a candidate says he attended grammar school, but fails to mention that he never obtained a diploma? He did not state in his CV that he finished the school successfully. Or consider another candidate, who maintains that he held a top position with a large multinational for 2.5 years. Would you dismiss him when you found out later that he only worked there for 9 months? In actual fact, withholding information in a CV is accepted as a valid reason for dismissal by many judges.

When to Screen?

You are only allowed to screen a candidate with their prior consent, but be aware of the fact that as employer, you are obliged to establish that your candidate actually is who he claims to be. The identification requirements that you may demand your employees to comply with, consists four parts. You can learn more about them on our website: www.screenen.com

Legislation

You're probably asking yourself: am I not protected? Rest assured, politicians are increasingly aware of the fact that the authorities should do something about CV fraud and untruthful job applicants. Obviously, candidates' privacy rights are not to be overlooked. Below you will find a summary of some of the measures that can be taken.



PROF. DR. RICHARD
DE MULDER, MBA
ERASMUS
UNIVERSITY
ROTTERDAM

'UNIVERSITIES DO FAR TOO LITTLE TO TEACH STUDENTS ABOUT INTEGRITY. ARE YOU REALLY SURPRISED THAT THEY GO ON TO LINE THEIR POCKETS?'

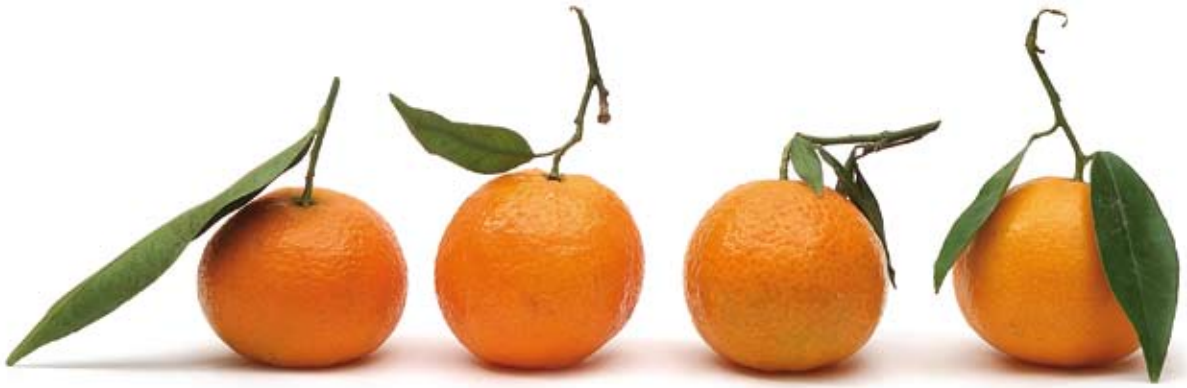
Protection of Personal Data Act

In 2001, the (Wbp) [Protection of Personal Data Act] came into effect. As the name of the act suggests, the legislation concerns rules for dealing with candidates' personal details. The Wbp stipulates the rights of someone whose details are used and which obligations you have if your company decides to use those details. The Wbp also sets requirements to the processing of personal details. To name a few: as a company, you are only allowed to collect personal data if there is good reason to do so, or if the candidate in question has given his consent. At the very least, you must inform him or her about what are doing. There is also a (CPB) [Protection of Personal Data Board], which checks whether or not companies and institutions comply with the Wbp. You can read about all the requirements on www.justitie.nl.

Job Application Code of Conduct

In response to the widely held view that not only job applicants have a duty to deal with you with integrity, but that you should deal with them with due consideration, too, the NVP Job Application Code of Conduct was formulated [NVP = Netherlands Society for Personnel Management & Organization Development]. It describes do's and don'ts for employers going about the business of filling vacancies. Contrary to the Wbp, the Job Application Code of Conduct is not law and therefore, job seekers cannot derive any rights from it.





Security Features

In its attempts to curb fraud, the Ministry of Education stipulated a number of security features that diplomas and certificates should include per 1 January 2009. Sdu Publishers and DUO (the Dutch Education Ministry's administration service), who make certificates, have been working on making certificates more secure for many years. In addition, DUO manages a database, into which the diplomas of secondary school students have been scanned.



HÉLÈNE
MINDERMAN, LL.M.
CHAIRMAN OF THE
WARNING REGISTER
FOUNDATION
LOGISTICAL SECTOR

'IT IS IMPERATIVE THAT MALA FIDE FORMER EMPLOYEES ARE KEPT OUT OF THE TRANSPORT AND LOGISTICS INDUSTRY. THE WARNING REGISTER IS A CRUCIAL COMPONENT OF SCREENING.'

Possible Screening Components

- Establishing and verifying identity, among other things: identity document and checking the BKR/VIS registers (VIS = Verification Information System)
- Curriculum vitae check, among other things: checking certificates and results lists, attestations, employment history
- Job application form examination
- Certificate of Good Character (VOG)
- References check
- OSINT (mass media search) investigation (limited/extensive), among other things: checking open sources, professional semi-open sources, internationally wanted persons list, blacklists, relevant civil court verdicts
- Financial investigation (limited/extensive): BKR registration, WSNP (=Debt Repayment of Natural Persons), bankruptcies, attachments of earnings and general payment ethics
- Integrity interview
- Integrity test
- Inventory of known associates

Did you know...
buying fake certificates
is not illegal in the
Netherlands?"

Not Convinced? This is how Far Candidates Will Go

At the beginning of 2009, a city theatre director in the east of the Netherlands was forced to resign after committing fraud. He had a very impressive CV: he had been an elected councillor of the Municipality of Rotterdam, professional volleyball player, KLM pilot, senior executive with Philips in Japan and a manager in the movie industry. When the local council examined his CV, it turned out that he had made everything up.

A recent investigation into Ernst Jansen Steur, former neurologist at Twente Medical Spectrum, is another case in point. It showed that although both the neurological department and the Health Care Inspectorate knew about his incompetence, neither took any action. As a result, there was nothing to prevent Jansen Steur taking up a post at a clinic in Germany.

The bigger they are, the harder they fall. But it's not just the high-flyers who commit fraud, it occurs at all levels. So why wouldn't it affect your company?

Interesting Figures

According to the Centre for Work and Income, 25 percent of job applicants think that lying in a

CV is OK if it leads to a job or enhances the chances of getting one. Candidates invent courses and references and they will often readily purchase a diploma. A survey by detective agencies shows that no less than 60 percent of job applicants are guilty of exaggerating their CVs.

€ 2.8 billion = the estimation of the annual damage to Dutch companies as a result of fraud committed by employees.

The names of 15 Dutch and Belgian buyers were disclosed after a recent certificate fraud in the United States. The list included top managers who had ordered fake diplomas. The Americans are estimated to have earned \$ 7.4 million with this racket, issuing some 11,000 certificates to people in 131 countries.

But there is a lousy trade in fake diplomas in the Netherlands, too. In 2008, for example, a couple from Rotterdam appeared in court accused of trading forged school certificates on the Internet. The police found about 100 draft certificates on their computer.

Top 5 lies:

- Failing to mention that a certificate was never obtained
- Remaining silent about frequent sickness absence
- Stating a higher previous salary
- Claiming a longer employment period with former employer(s)
- Corporate fraud

Most Frequent Corporate Fraud Cases

- Time fraud
- Disability fraud
- Absence fraud
- Corporate property and information fraud
- Expenses fraud
- Illicit money transfers from company accounts?

Maybe Screening is a Good Idea?

No consent is required to screen a corporate entity, but screening natural persons requires prior consent. But you have been warned: if you fail to properly screen your future employees and business partners, the only victim of any fraudulent activities will be you. From damage to your company's reputation to corporate fraud, the consequences can be huge. Not to mention the costs. Maybe screening your job applicants and business partners is a good idea.

Find out more on our website. And you can log in to get started using our online screening services straight away: www.screenen.com.

Please feel free to contact us:



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