

# How Effective is your Employee Screening Policy?

## IS YOUR POLICY ADDING VALUE TO YOUR ORGANISATION?

1. Is it specific to your organisation?
2. Is it specific to your industry?
3. Does it counter possible labour unrest?
4. Does it have the buy-in of all staff
5. Does it include all contractors on site?
6. Is it legally correct?
7. Is it updated regularly to include new policies and laws?

## DOES YOUR EMPLOYEE SCREENING:

- Enhance productivity?
- Lower employee turnover?
- Protect assets and better control employee theft?
- Ensure employees' sense of security and peace of mind?
- Avoid workplace accidents?
- Limit insurance cost increases?
- Control absenteeism?
- Contain healthcare costs?
- Protect against negligent hiring lawsuits?

## DOES YOUR EMPLOYEE SCREENING POLICY INCLUDE:

### BACKGROUND CHECKS

- Permission to conduct the various tests?
- Biometric enrolment and verification
- Criminal Record Checks
- Credit Checks

### VERIFICATION

- Employment History
- Relevant Licenses
- Identification documents
- Personal details
- References

### INTEGRITY TESTS AND JOB SUITABILITY ASSESSMENTS

- Fraud prevention database
- Company payroll
- Industry databases
- CCMA records
- SAFPS
- Procurement database
- Contractor and outsourced labour database