



SCOPE OF WORK

THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT PRE-EMPLOYMENT VERIFICATION CHECKS ON ALL SHORTLISTED CANDIDATES, PERMANENT, FIXED TERM PROFESSIONAL APPOINTMENTS, GRADUATE IN TRAINING, INTERNSHIPS OR ANY SHORT TERMS APPOINTMENT FOR A PERIOD OF THREE (03) YEARS.

The CEF SOC Ltd recruitment and selection policy states that pre-employment verification checks will be conducted on all shortlisted candidates. These will include permanent, fixed term professional appointments, Graduate in training, Internships or any short terms appointments.

Employers can no longer rely solely on candidate interviews to make sound hiring decisions. Pre-employment screening is a process that allows employers to verify information such as education, prior job history and performance. In addition, the screening process reveal important information about a candidate prior behaviour which can help an employer assess potential risk posed by the candidate. Prior behaviours can include, credit history and bankruptcy, driving records and criminal convictions.

A pre-employment background check is sound business practise that benefits everyone. It is not a reflection on a particular job applicant. It is required that a pre-employment verification service provider be sourced and appointed on a **3-year contract** to offer the services listed below (to conduct online verification using a web-based tool):

- Criminal Illicit Activity (AFISwitch)-using an onsite fingerprint machine
- Credit bureau reports
- Tertiary Academic Qualifications (Local and Globally)
- Employment history (Local and globally)
- Professional Associations /memberships (Local and globally)
- Identity Number Verification
- Fraud listing checks
- Matric and secondary schooling
- Driver's license verification



- Permanent residency
- Citizenship
- Business background search
- Directorship

Verifications are in line with legislation, requiring the signed consent of the individual prior to the checks being conducted

Verification report to be concluded **within a 5 days'** period to avoid delays to the HR recruitment process.

NB: SERVICE PROVIDERS ARE REQUIRED TO NOTE THAT THE NUMBER OF REQUIRED VERIFICATIONS IS 45.