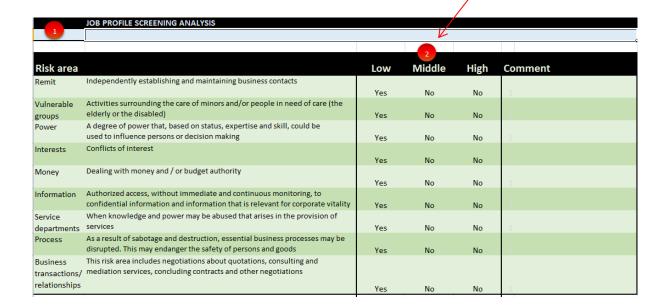
Short Manual for Tool Screening Advice

1. Please indicate the function.

	JOB PROFILE SCREENING ANALYSIS				
1					
			2		
Risk area		Low	Middle	High	Comment
lemit	Independently establishing and maintaining business contacts	Yes	No	No	1
/ulnerable roups	Activities surrounding the care of minors and/or people in need of care (the elderly or the disabled)	Yes	No	No	1
ower	A degree of power that, based on status, expertise and skill, could be used to influence persons or decision making	Yes	No	No	1
nterests	Conflicts of interest	Yes	No	No	1
Money	Dealing with money and / or budget authority	Yes	No	No	1
nformation	Authorized access, without immediate and continuous monitoring, to confidential information and information that is relevant for corporate vitality	Yes	No	No	1
ervice epartments	When knowledge and power may be abused that arises in the provision of services	Yes	No	No	1
rocess	As a result of sabotage and destruction, essential business processes may be disrupted. This may endanger the safety of persons and goods	Yes	No	No	1
lusiness ransactions/	This risk area includes negotiations about quotations, consulting and mediation services, concluding contracts and other negotiations				
elationships		Yes	No	No	1

Specify for each risk area whether the statement is correct. Use 'yes' or 'no'.
Only 1 choice/option per row.

It is not possible to enter more than one time 'yes' per risk area.



3. The screening advice will be given.



Screening advice

Standard screening

The following data/information is requested by HR during the application process. This is done before an employment is offered to the applicant. The data/information is saved in the personnel file.

- Copies of diplomas (highest degree completed/most relevant diploma)
- Verification of the candidate's identity by means of copy of passport/other form of identification
- Completed and signed information form
- Submitted CV by candidate

The supervisor requests the following information:

- References: The candidate provides two or more references. References include a description of the candidate's performance. References are added to CV selection and the recruitment process
- Internet search using the applicant's name (for example on LinkedIn, Facebook and/or other social media channels)