# Short Manual for Tool Screening Advice

1. Please indicate the function.

| JOB PROFILE SCREENING ANALYSIS | | | | | |
|---|---|---|---|---|---|
| **Risk area** | | **Low** | **Middle** | **High** | **Comment** |
| Remit | Independently establishing and maintaining business contacts | Yes | No | No | 1 |
| Vulnerable groups | Activities surrounding the care of minors and/or people in need of care (the elderly or the disabled) | Yes | No | No | |
| Power | A degree of power that, based on status, expertise and skill, could be used to influence persons or decision making | Yes | No | No | |
| Interests | Conflicts of interest | Yes | No | No | |
| Money | Dealing with money and / or budget authority | Yes | No | No | 1 |
| Information | Authorized access, without immediate and continuous monitoring, to confidential information and information that is relevant for corporate vitality | Yes | No | No | |
| Service departments | When knowledge and power may be abused that arises in the provision of services | Yes | No | No | |
| Process | 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 | |
| Business transactions/ relationships | This risk area includes negotiations about quotations, consulting and mediation services, concluding contracts and other negotiations | Yes | No | No | 1 |

2. 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.

| JOB PROFILE SCREENING ANALYSIS | | | | | |
|---|---|---|---|---|---|
| **Risk area** | | **Low** | **Middle** | **High** | **Comment** |
| Remit | Independently establishing and maintaining business contacts | Yes | No | No | 1 |
| Vulnerable groups | Activities surrounding the care of minors and/or people in need of care (the elderly or the disabled) | Yes | No | No | |
| Power | A degree of power that, based on status, expertise and skill, could be used to influence persons or decision making | Yes | No | No | 1 |
| Interests | Conflicts of interest | Yes | No | No | 1 |
| Money | Dealing with money and / or budget authority | Yes | No | No | 1 |
| Information | Authorized access, without immediate and continuous monitoring, to confidential information and information that is relevant for corporate vitality | Yes | No | No | 1 |
| Service departments | When knowledge and power may be abused that arises in the provision of services | Yes | No | No | 1 |
| Process | 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 | |
| Business transactions/ relationships | This risk area includes negotiations about quotations, consulting and mediation services, concluding contracts and other negotiations | Yes | No | No | 1 |

3. The screening advice will be given.

| 3 | | **Screening advice** |
|---|---|---|
| | **A** | **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) |