

# Short Manual for Tool Screening Advice


1. Please indicate the function.

JOB PROFILE SCREENING ANALYSIS					
1		2			
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	1
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	1
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.

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### 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)