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# Background Verification Services

a law firm's offerings  
ISO 9001:2008

  
*Authenticating Trust . . .*

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# SCENARIO

Critical

Organisations  
strive to improve  
the  
quality and safety  
of employees

Imperative

Exaggerated certificates,  
misrepresented  
information and the  
growing lawful hazard of  
"Careless employing"

Key

Employee is a brand  
ambassador. Having the  
right person is a matter  
of CREDIBILITY &  
VALUE for the  
organisation



# SCENARIO

70% of employee theft is committed by repeat offenders  
(KPMG)

48% of resumes contain false information about experience,  
education, or other credentials

11% of background checks performed result in finding a  
criminal or similar record

The accepted estimate for replacement cost of a bad hire  
is 2 to 4 times the salary of the job in question

# SCOPE OF CHECK

Conducting credentials verification of candidates selected for employment

**A thorough, complete and unreserved verification**

Address check

Education check

Reference Check

Criminal Record check

Employment Check

Risk and  
Criminality

Court Databases Checks

Incident Check

Databases check

Drugs Use Verification Test

Organisation check

# ELEMENTS

- Address check : a physical visit to the given address anywhere in India
- Criminal Record check : verification of records at the police station within whose jurisdiction the address falls
- Court Database check: National judgments and orders database check in civil, original, appellate and writ jurisdictions
- Drug Use Verification Test: laboratory diagnosis of samples for drugs including Amphetamine, Cocaine, Barbiturates, Benzodiazepine, Marijuana, Opiates, Methadone, Methaqualone, Phencyclidine (PCP), Propoxyphene public and proprietary database
- Education Record check : completion of course and awarding of degree/ diploma

# Elements

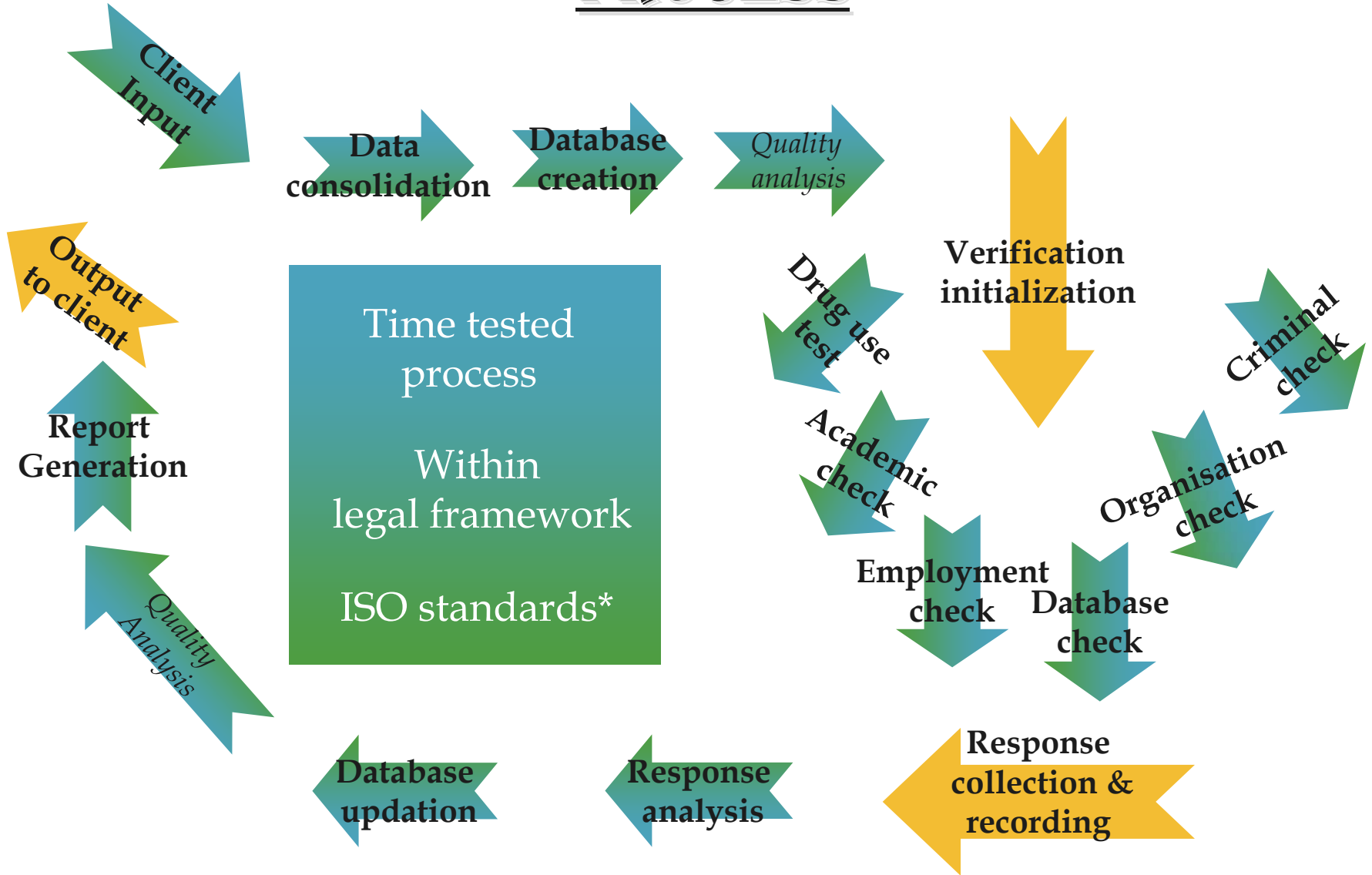
- Employment check : including details of employment such as designation, department, term, remuneration, promotions, exit modus, reporting authority
- Incident check: Incident database including employee and customer theft from where we retrieve incident data on a regular basis
- Organisation check: from public and proprietary database, check the organisation of employment for authenticity including existence, operations
- Reference check: personal and professional attributes are verified. The authenticity of the referee verified
- Risk & Criminality Database check: National and International database check in public and proprietary database

# ASSUMPTIONS

- The candidate has been made to understand that the credentials of the candidates will go through a verification process.
- Each candidate file will consist of the BGV component together with the Consent form of the candidate that acknowledges and permits background verification



# PROCESS



# TEAM & CAPACITY

- dedicated team of professionals – legal, analytical and technological expertise
- screening professionals are trained to identify inconsistencies and objectively evaluate general and technical information, not merely report it.

We have the requisite expertise and are positioned to provide comprehensive verification services that meet the changing needs of our clients

# ROLES & RESPONSIBILITIES



## Principal Associate

## Senior Associate

### Roles

Decision-maker in forming team, assigning ownership and direction to the operations and delivery team.

To understand the requirements, positions delivery schedule

### Responsibilities

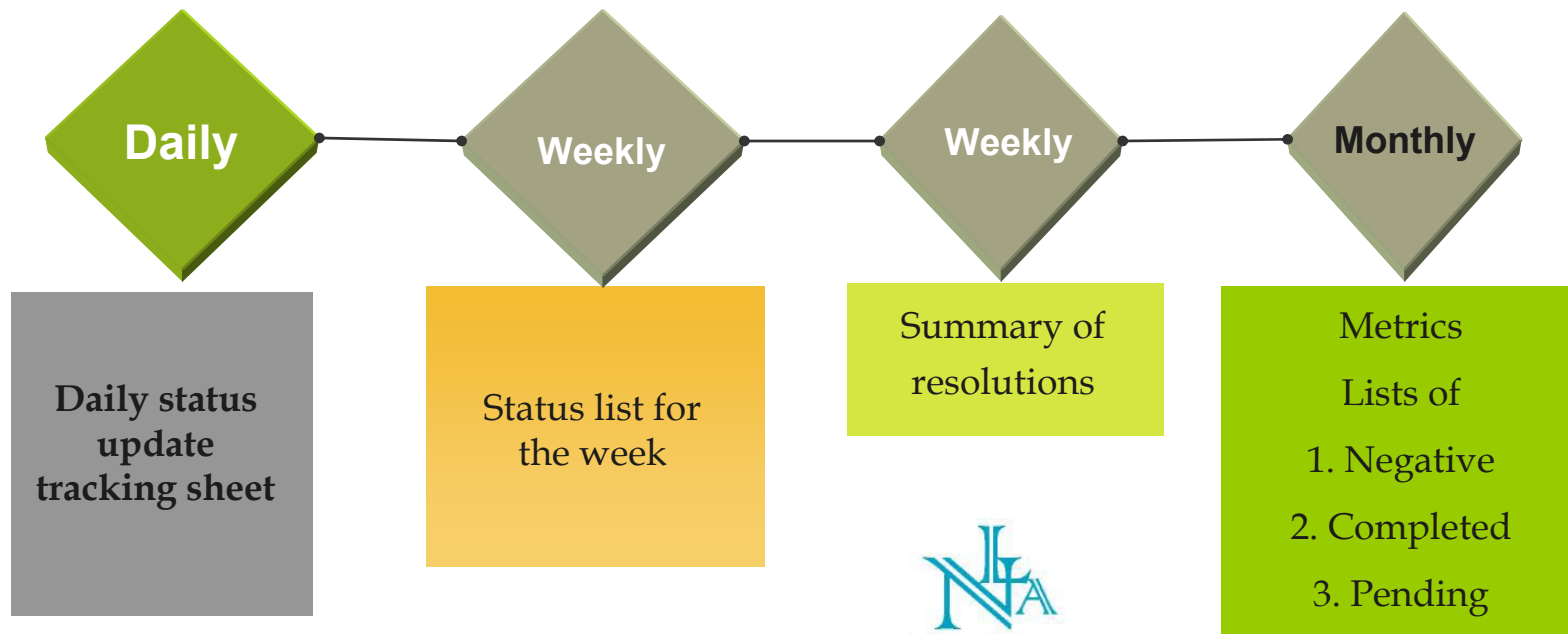
Provide project highlights, oversight and guidance to every participating associate. Review/approve every necessary project elements like inclusion of additional associate..

Communicate delivery goals, daily CV delivery plan and delivered status. Participate in arriving strategies to design progress throughout the project till final reporting.

# COMMUNICATION PLANS

The Principal and Senior Associates will provide status reports

The reports shall include information tracked against the Project Plan



# TIMELINE



## **BGV Report - Employment**

**For all other reports a minimum period of 15 days  
and may extend beyond depending upon the information  
sought to be verified.**

# VALUE PROPOSITION

