

This quick guide is for organisations, in both Government and Industry, who undertake employment screening as part of their personnel security model. It will address how approaches to employment screening may need to adapt in a changing and challenging world.

Reducing Insider Risk

- Threat actors such as hostile states, terrorists or organised crime groups may seek to target your organisation given the **wealth of data, knowledge and access** you may have.
- Evidence suggests that such actors **will utilise any means to gain employment in organisations to exploit their legitimate access** and fulfill their own inappropriate aims;
- To accomplish this threat actors will, and do, **embellish CVs, aim to deceive prospective employers and deploy forged/fake documents;** with the sole aim of gaining employment for inappropriate reasons.
- It is therefore important that organisations adopt an employment screening model to act as a counter-measure to mitigate against potential insider risk. This forms one of the fundamental components of NPSA's Personnel Security Maturity Model.

Advice on Employment Screening is available at <https://www.npsa.gov.uk/employment-screening>

which provides key information on how to carry out this vital requirement. For a more comprehensive and detailed guide, please refer to NPSA's Employment Screening: A Good Practice Guide, which has recently been updated.

Remember the basics

There are fundamental aspects that you should always adhere to:



- **IDENTITY** – you must be 100% certain the individual is who they say they are. The individual must provide documentation with a photograph that confirms their identity ie a passport, driving license;



- **RIGHT TO WORK** – it is illegal to employ people who do not have the legal right to work in the United Kingdom. The individual must have the right status for working in the UK. Prospective employers can face large fines for employing those who do not have the right to work in the UK.



- **REFERENCES** – obtain references from former employers and educational institutions to confirm employment, attendance and if possible, an assessment of the individual.

Other Considerations

Depending on the role you may also wish to consider other checks and enquiries i.e.:



CRIMINAL



FINANCIAL



QUALIFICATIONS



SOCIAL MEDIA

Always ensure that the above checks are:

- **Proportionate** – are they relevant to the role?
- **Consistent** – are they being applied by everyone in your supply chain?
- **Legal** – are they within the law?
- **Accurate** – who/how is undertaking these checks?

BREXIT

Due to BREXIT some aspects of Employment Screening have changed for 2021.

BREXIT and the Right to Work in the UK

For nationals from the European Union, the European Economic Area (EEA) and Switzerland, living in the UK before 31 December 2020:

They should have applied for EU Settled Status before 30 June 2021, to allow them to continue to live and work in the UK.

Further information is available at:

<https://www.gov.uk/staying-uk-eu-citizen>

For European Nationals arriving in the UK to take up employment after 31 December 2020:

They must apply for a UK visa to work here and will be assessed in line with other nationals.

Further information is available at:

<https://www.gov.uk/check-uk-visa>



Document Verification

Verifying documents presented by prospective employees is an integral part of the Employment Screening process.

There are some key actions you can take to ensure the document is a genuine one:

- ensure that staff who undertake document verification activities for your organisation are fully trained in the necessary techniques. **The UK is using a new passport design since 1 March 2020** – staff should be familiar with its layout;
- purchase Magnifiers and UV light readers to help you detect irregularities effectively – these are relatively cheap to buy;
- try to obtain a hardcopy of the document; but this might be difficult in lockdown circumstances;
- Check the document against a genuine passport or driving license;
- Look for flaws in the document ie poorly constructed, lower quality production, missing security features eg watermarks;
- If the document doesn't look or feel right, then seek further advice or call the police or UK Visas and Immigration Employers Helpline on 0300 123 4699;
- Further guidance on document verification can be found at: <https://www.npsa.gov.uk/employment-screening>



Employment Screening and COVID-19

Unfortunately, due to COVID19 restrictions you might not be in a position to carry out a full employment screening process.

Plus, staff who usually undertake verifications may be remote working. You may therefore need to consider:

- Accepting scanned documents or a photo of documents for checks using email – but arrange to see original documents as soon as possible;
- If a prospective or existing employee cannot provide any of the accepted documents to prove Right to Work in the UK you can use the Employer Checking Service at <https://www.gov.uk/employee-immigration-employment-status>
- Conducting a risk assessment to factor in changes to your Employment Screening process.