



AUTOMATIC PROGRAM OF RISKS ESTIMATION IN APPLICANT'S EMPLOYMENT

PURPOSE OF THE PROGRAM, TASKS



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– in the course of interviewing the applicant receive the information the analysis of which will allow to prevent hiring of individuals inclined to fraud.

TASKS

- ✓ to identify among the applicants the persons inclined to fraud and the likely organizers of fraud;
- ✓ reduce costs on reviewing the applicants by getting maximum additional information;
- ✓ to increase the efficiency of applicants verification process while reducing time;
- ✓ to introduce new anti-corruption tools in the activity of the Company;
- ✓ to estimate the applicant's loyalty to the employer, to the business values;
- ✓ to get additional information about the applicant by legal way;
- ✓ to understand readiness of the applicant to observe statutory requirements, procedures.

The results of the interview can be used in the activity of the departments specialized in providing security, management of human resources, in-process monitoring, compliance, meeting the anti-corruption requirements.

PROCEDURES USED IN REVIEWING AN APPLICANT



Standard procedures

- ✓ verification of personal data;
- ✓ gathering recommendations from the previous places of work;
- ✓ criminal background check, penalties check;
- ✓ confirmation of professional qualification, education;
- ✓ detection of affiliation.

PROCEDURES SOMETIMES USED IN REVIEWING AN APPLICANT

- ✓ estimation of risks of debt overburden;
- ✓ lie detector test;
- ✓ psychologic test;
- ✓ detection of affiliation among family members;
- ✓ analysis of social network sites;
- ✓ review of debts for unpaid taxes, penalties;
- ✓ detecting of facts of enforcement proceedings;
- ✓ existing of bankruptcy procedure for individuals.

CRITERIA RECOMMENDED FOR ESTIMATION OF APPLICANTS IN PREVENTING CHEATING, FRAUD



- ✓ **Readiness for cooperation in preventing cheating, fraud.**
- ✓ **Experience of participation in official investigations.**
- ✓ **Activity in the control of fraud.**
- ✓ **Loyalty to the events to prevent fraud.**
- ✓ **Loyalty to the Company, its values.**
- ✓ **Focus of material interest in the results of the activity.**
- ✓ **Necessity for activity control of an applicant.**
- ✓ **Readiness to observe requirements of current regulations.**
- ✓ **Fight corruption.**
- ✓ **Loyalty to fraud.**
- ✓ **Loyalty to risk-factors encouraging cheating, fraud.**

AHOPT-K program allows to estimate the specified criteria, and also define questions which are advisable to ask the applicant during the interview.

ACTIVITY SPECIFIC PROVIDING RAPID ASSESSMENT OF RISK-FACTORS (option)



Activity specific	Example of appointment, department
Procurement	Head of the department responsible for preparation, organization and of realization of purchases; financial controller, the employee responsible for efficient use of financial resources
Sales of products	Employee who has authority to provide discounts, to reduce the cost of sales of goods
Distribution and control of financial flows, allocation of funds	Employees responsible for administration of budget, transferal of funds within the framework of budgetary provisions and so on
Contracting	Officials who sign contracts
Dealing with material values (store accounting, inventory write-off, stock-taking and so on)	Office-managers, deputy director on business activities, persons who bear material liability
Dealing with sensitive information	Employees working with commercial secrets
Providing of security, in-process monitoring	Employees of security department, in-process monitoring, security staffs, especially with the access to weapons and providing security of VIP-persons
Meeting of requirements of anti-corruption politics	The employees of the company whose appointments are under the requirements of anti-corruption policy

The account framework follow up the interview for risks estimation in the applicants's employment



1. **Common information** – contains common data about the applicant (initials, personal number, sex, age, education and so on).
2. **Estimation of essential criteria** – sincerity in answers, readiness for cooperation, participation in employee investigations previously, activity in fraud prevention, loyalty: to measures to fraud prevention, directly to fraud, to risk factors, to the company; material interests in the activity, necessity to control applicant's activity, implementation of the requirements of regulations, attitude toward corruption.
3. **Additional information** – the information is placed which allows:
 - ✓ to understand an applicant's attitude toward the measures for fraud prevention and cheating prevention;
 - ✓ to find out an applicant's stance in the field of anti-fraud, cheating prevention;
 - ✓ applicant's attitude to performance of the requirements of normative documents, regulations, etc
4. **The questions which are advisable to clarify during the interview** – the questions are included which are recommended to ask an applicant during the interview.
5. **Applicant's personal data** – the information that the applicant provided on himself during the interview.
6. **Recommendations** – short recommendations which are advisable to realize depending of the vacant position.



CONCLUSIONS

1. Implementation of express-interview for risks evaluation in applicants' employment is an important element in receiving of additional data in staff recruitment.
2. Absence of necessity of **special software** and **qualified full-time specialists** makes the procedure of receiving additional information easier, more efficient and more available.
3. The results of the interview can be used in the best interests of security departments, departments of human recourses, in-process monitoring, compliance.
4. Implementation of automatic procedure of additional criteria estimation in applicants' employment allows to **minimize** human resource **risks**, which can lead to financial loss, facts of fraud, and also to **toss out** persons at staff recruitment.
5. **Remote way** of carrying out the interview allows to get additional information about an applicant without immense extra time input and expenses regardless applicant's location.
6. Implementation of automatic procedure of additional criteria estimation in applicants' employment allows the management of the company to **increase quality** of taken **personnel decisions**, which has positive impact on **prevention** of possible **negative consequences** and **economic damage** resulting from illegal actions and fraud of staff.
7. **Automation** of the procedure of interview and reporting allows to carry it out with the large amount of applicants at the same time.
8. Automatic procedure of risks estimation in applicants; employment is an **effective tool of providing personnel safety** from a perspective of preventing and preventive care of illegal actions and fraud.



**If you have any questions concerned with the use of АПОРТ-
К and also any proposals of possible cooperation, please,
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