



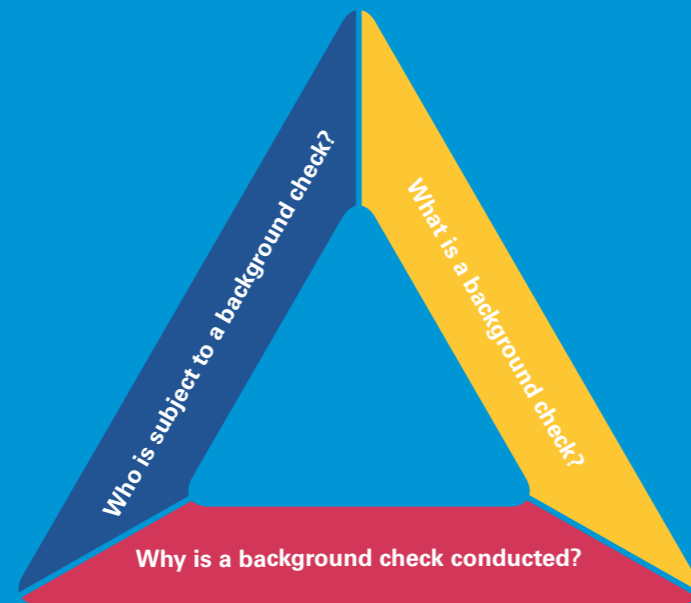
The KPMG background check explained

Forensic



kpmg.ch/forensic

The “who, what & why” of the KPMG background check



Who is subject to a background check?

Each organization has different policies for hiring new employees. Some organizations perform a background check on all future employees, whereas other organizations prefer to conduct background checks on only those candidates that applied for positions with increased responsibility. As KPMG is an independent third party, you can be sure that either way, your case will be treated following a standard process and methodology.

What is a background check?

A background check may include different types of checks, ranging from employment and education verification to criminal record, bankruptcy or adverse media checks. KPMG will verify whether you are or were involved in litigations and may contact your former employers and institutions where you completed your education. In some cases, the background check may include an interview with KPMG. During this interview, you will have the opportunity to explain KPMG your career path. We may also ask you questions about other aspects of your life, in order to obtain a clear understanding of who you are.

Why is a background check conducted?

In an increasingly globalizing market, organizations are facing difficulties to select employees with a background that properly fits their vacant positions. Ensuring that your employment and education meet the requirements of your potential future employer is crucial to manage both costs and risks. Corporations have an obligation towards their shareholders to decrease internal and external risks, from potential reputational damage to cases of fraud and corruption. To mitigate some of these risks, it is important to understand potential hires. Pre-employment screening is an increasingly popular mean to achieve that goal. KPMG assists organizations in conducting background checks to support such pre-employment screening processes. With years of experience and an understanding of what factors may impose certain risks on organizations, KPMG is able to perform targeted checks that will help reduce the risk not only for the organization, but also for you as a potential future employee.

The background check explained

Starting the process

Prior to the involvement of KPMG, your potential future employer will have already started the recruitment process. Whether you applied, were approached by a headhunter or were already in contact with your potential employer, you have now reached the stage during which the pre-employment screening is conducted.

What does the background check process look like?

STEP 1 – Your potential employer contacts KPMG to conduct a background check

Upon request from your potential employer, KPMG will start the background check. This means we will first check whether KPMG itself may have a conflict of interest.

STEP 2 – Your potential employer contacts KPMG to conduct a background check

You will be contacted by either HR of your potential employer or by a KPMG representative with the request to provide a wide range of required documents, as well as with a consent form. A signed consent form is crucial to the background check: without your signed consent, KPMG cannot start the background check.

Your contact person from HR or KPMG will explain what is needed from you to be able to conduct the background check. Examples of required documents may include work certificates, a request for references, personal details as well as recent diplomas and/or extracts of criminal record and bankruptcy checks.

From background check to findings

STEP 3 – The actual background check

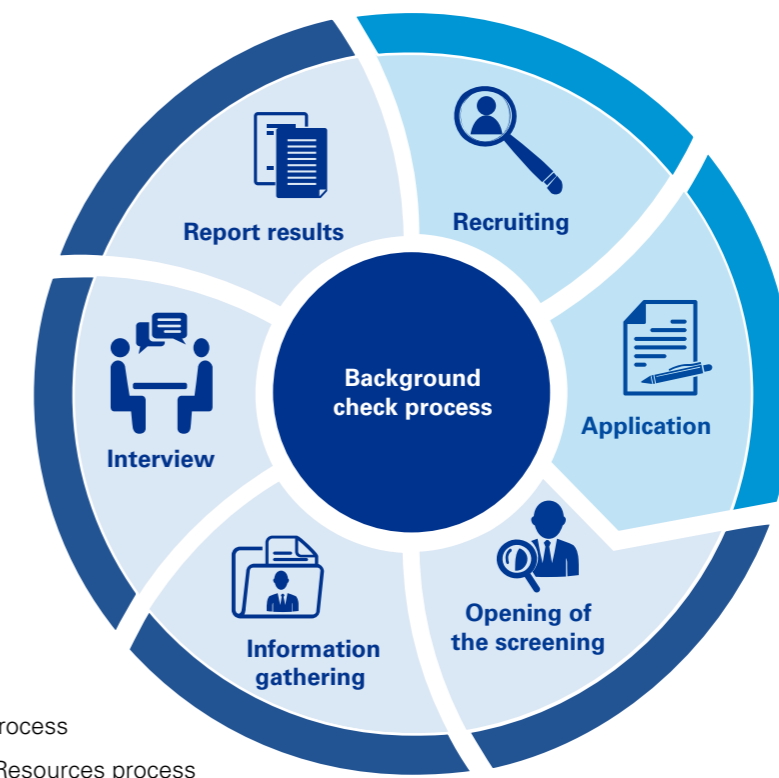
Based on the information provided to KPMG, we will conduct the background check. Depending on the depth of the required checks, the process may last between 2 to 6 weeks, mainly depending on the involved authorities.

STEP 4 – The interview

Some organizations require KPMG to conduct an interview, during which we will have an open discussion about your career path. We may also ask questions about your personal life to obtain a clear understanding of who you are. This will help us understand the results of the background check, but also provide some further insights to your potential employer.

STEP 5 – The report

Once the background checks are finalized, KPMG will present its findings in a report that will be provided to your potential employer. For confidentiality reasons, the report will not be provided to you by KPMG. The HR department of your potential employer may or may not disclose the results to you, or follow up on the findings. Potential follow-up actions may include an interview, if not already conducted by KPMG, or may require follow-up actions from your side. For instance, if you appear to have sideline positions with a conflict of interest, the HR department may require you to decrease the (appearance of) conflict of interest.





What do I need to provide to KPMG?

First of all, KPMG requires your consent to be able perform the background check. You will receive a so-called consent form from your KPMG contact person. KPMG can start the background check only upon receiving the signed consent form. Your KPMG contact person will also send you a list of required (copies of) documents that may differ depending on what kind of background check your potential employer wishes to conduct.

Do I need to take any action myself?

KPMG respects international privacy legislations. In some jurisdictions, third parties are not allowed to conduct certain checks. In those cases, we will contact you and guide you through the respective processes.

What about my privacy?

As stated above, KPMG is compliant with national and international privacy legislations when conducting background checks.

What happens with the information KPMG gathers about me?

Your information will be kept on highly secured KPMG servers. The documentation will be password-protected and is only accessible by a limited number of KPMG consultants who are involved in conducting the background checks.

What if KPMG identifies a potential issue?

KPMG presents its findings to your potential employer, who may or may not disclose the results to you. In some cases, we may discuss the findings in an interview with you, during which you have the opportunity to clarify any potential issues.

What if I disagree with KPMG's findings?

KPMG aims to present objective findings following a thorough background check. In the unfortunate event that you disagree with our findings, we suggest you contact your potential employer.

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