



**Ethics Institute
of South Africa**

ONE DAY COURSE



PRE-EMPLOYMENT SCREENING

BUILDING AN ETHICAL SOUTH AFRICA

Research indicates that up to 80% of internal fraud, corruption and theft incidents in South Africa are being perpetrated by employees. Employers need to assess the integrity of potential employees before hiring them to determine, as far as possible, the integrity of the individual. Pre-employment screening is an effective risk management tool to address risks related to, for example, CV fraud, misrepresentation of job history and qualification fraud.

This workshop will provide a clear understanding of the intent of the pre-employment screening process, the processes involved in the screening of individuals, the legal aspects that should be taken into consideration as well as how the results of the screening process should be interpreted.

WHO SHOULD ATTEND?

- Ethics Officers;
- Human Resource Managers and Business Consultants;
- Risk Managers and Officers; and
- Anyone responsible for integrity and ethics management.

WHAT YOU WILL LEARN:

- The difference between pre-employment screening and vetting (in terms of the relevant South African legislation and international concepts);
- The objectives of a pre-employment screening programme;
- Pre-employment screening as an integrity risk management and fraud prevention tool;
- Components of pre-employment screening/vetting;
- How to decide when risks are pertinent;
- Benefits and disadvantages of vetting/pre-employment screening for employers and employees; and
- Seven steps for an effective pre-employment screening programme.

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