

## LIST OF SERVICES

### BACKGROUND CHECK

The family details, reputation and business details of the party are checked.

### CREDIT RATING VERIFICATION

To establish financial standing of the candidate.

### ASSETS VERIFICATION

This involves tracing immovable & movable assets with proof where ever possible of the concerned parties.

### DUE DILIGENCE

This involves checking of financial standing, market reputation and other Business related details.

### CHECKING OF DAILY ROUTINES OF EMPLOYEE

To establish daily routine of a person.

### UNDERCOVER AGENTS

To find out the pilferage, theft and or Anti management activities if any within the organization.

### DEBUGGING

To help in tracing the bug if any to make the place safe from eavesdrop.

### INSURANCE CLAIM VERIFICATION

Large number of Insurance Companies, both Indian & Multinationals are now offering insurance covers for Life, Medical, Automobile, Accidents, Theft & Fire. With this floodgate for bogus claims and frauds have also opened.

### ACADEMIC / PROFESSIONAL VERIFICATION

Academic and or Professional qualification is verified from concerned College/Institute or University. The verification is done by way of an acknowledgement from the competent authority or by way of written letter confirming the educational details presented for verification.

### PREVIOUS EMPLOYEMENT VERIFICATION

The company conducts a thorough check in terms of the designation / job role, duration of the employment, salary, reason of leaving/termination, etc. of the said employee from the ex-employer.

### CRIMINAL BACKGROUND VERIFICATION

The company carries out Criminal background check through checking of the candidate details from Police records.

### BANNED SUBSTANCES (DRUGS) CHECK

The company carries out test through reputed Labs for Banned Substances ranging from Cocaine to Amphetamines.

### DATABASE CHECKS

The company uses Local & International databases and de-duplicates the name for possible adverse matches. .

### LITIGATION SUPPORT

To try & find out the missing details necessary to prepare a legal case.



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B-43, Pariseema Complex,  
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Support  
Report



### MISSION STATEMENT

"The MISSION of the company is to be the right partner for the customer by helping them eliminate & reduce Reputation risk, financial risk & Legal risk arising out of fraudulent employees through robust Screening and Verification process. Our pan India presence ensures that risk mitigation is achieved."

### SOME FACTS & FIGURES

- ❖ In India 15 - 24 % of resumes are faked.
- ❖ 1 in 3 CVs misinterpret facts.
- ❖ Close to 24 % CVs have forged documents. (Source KPMG India Fraud Survey 2006 )
- ❖ 75% of IT security incidents are caused from within the company not by hackers.(Gartner Group)



# Employee Background Verification

## PRE-POST EMPLOYMENT INVESTIGATIONS

### Why Conduct Pre-Employment Background Screening?

Your employees are your business, your productivity, and your business image. Approximately 36% of all applications contain some untruths – from distortions involving educational degrees, stretching dates of employment, inflating salaries, and omitting criminal convictions.

#### EMPLOYMENT BACKGROUND VERIFICATION

VERIFY provides quality employment background verification services and is the core business of the company. We can package a solution tailored to your company's needs from the following services, designing a program to improve your hiring process and results. This will help mitigate the risk of operational losses which can occur due to bad hiring.

#### COMPONENTS OF PRE-EMPLOYMENT SCREENING

We are in the process of automating most of the practices with access to a number of ever growing data bases that are updated regularly. Though some of the practices mentioned may remain manual for years to come.

**Residence Check:** Investigator visits address provided by candidate to authenticate the information.

**Behavior:** A psychological test questionnaire filled by the employee is analyzed to check behavior/perception.

**Reference Check:** (Professional/ Personal)

**Credentials Check:** Candidate's Educational Institute is approached to verify Degrees, Qualifications and other claims regarding education.

**Work Experience Check:** Previous Employer is contacted to verify Experience claims made by the employee (Can be discreet / non-discreet depending on the nature of the case)

**Criminal Background Check:** Investigator contacts local police station to verify candidate's credentials. Also existing judiciary databases are checked for any criminal cases registered in the name of the employee.

#### Note:

The components/ practices mentioned may vary from case to case, depending on client's requirement and subject's profile (geographical location, educational institute, etc). Please contact us for a price quote!

#### PRE-SCREENING BEFORE YOUR HIRE IS THE KEY TO AVOIDING:

- High turn-over rate
- Theft
- Accidents
- Workplace violence
- Embezzlement
- Low employee morale

#### THOROUGHLY PRE-SCREENING YOUR JOB APPLICANTS WILL:

- Save time and money
- Avoid negligent hiring lawsuits
- Detect falsified employment applications
- Provide a safer work environment
- Give you the facts to make a sound hiring decision

#### BACKGROUND VERIFICATION

(Residence, Behaviour/ Perception)  
Physical address check of the employees' residence is conducted by way of personal visits through our field staff. Discreet check on the employees' behaviour and perception held amongst fellow residents in his residential area is also carried out.

#### PRE EMPLOYMENT

The contents of the bio-data of a prospective candidate viz, family background educational qualifications, experience and police verifications are checked.

#### POST EMPLOYMENT

It helps in solving the labour court cases of ex employees.



#### CUSTOM SOLUTIONS

Our Solutions enable our clients to migrate their hiring risks and make sound and decisive hiring choices.

Our clients rely on our screening solutions notable for quality assurance, integrity & flexibility



#### PERSONAL SERVICES

##### PRE-MATRIMONIAL

The family's background, reputation, financial standing, Bride/Bride Grooms Age, Qualification, Employment and Income are verified.

##### POST -MATRIMONIAL

This relates to verification of matters concerning problems in the married life like infidelity, divorce, alimony etc.

##### CHECKING OF DAILY ROUTINES

To establish daily routine of a person.

##### BACKGROUND CHECK

The family details, reputation and business detail of the party are checked.

##### TRACING OF MISSING PERSONS

Efforts to trace the missing individual

#### REPORTS

Employment background screening reports are concise and easy to read in a format that you will understand.

#### SCRUTINY

With a commitment to accuracy each employment background check undergoes extensive quality assurance measures. We have adapted a pre employment screening methodology based upon our unique industry expertise protecting your company, employees and clients from personal and financial risk.

#### TIMELY SOLUTIONS

Timely Background Checks 90 .3% of "No Record" pre employment screening reports are completed within 48 hours allowing you to make qualified decisions quickly and easily.