

Vetting and contract services

Employer support for new hires



CORE-ASSET

— VERIFY —

EMPLOYMENT SUPPORT SERVICES

Vetting and contract services from Core-Asset Verify

Over the last decade there has been a growing demand from employers for professional employment vetting and contract services, as in-house HR functions have struggled to keep up with the growing burden of increased administrative and legislative commitments.

But the commoditised and impersonal nature of many outsourced providers has meant that vetting and contract management has become more and more removed from the recruitment process. This has led to frustration from both clients and applicants, with timescales increasing and levels of engagement decreasing.

Introducing Core-Asset Verify

In response, we have launched Core-Asset Verify, a vetting and contract service with the highest levels of expertise and engagement at its heart. Unique within Scotland, it offers a powerful combination of vetting, contract services, aftercare support and payroll services.

Vetting

Many organisations still carry out their own background checks, usually within the HR department. This ensures that applicant engagement is high. But in-house vetting rarely has the volume of applicants to allow for the development of dedicated expertise, structured processes and efficient timelines.

Dedicated, third party vetting service providers follow best practice and work to a high standard of scrutiny. But they are removed from the recruitment process and as a result can sometimes suffer from lower levels of engagement, which in turn can translate into longer timescales.

Core-Asset Verify combines the best elements of both approaches. Our processes are built on a deep understanding of our clients' requirements, with the applicant's experience at its heart.

Contract services

In addition to vetting, we offer integrated contract services, providing our clients with a contract and document management solution for new hires.

This removes the administrative and legislative burden associated with welcoming individuals to your business.

We also offer aftercare support and payroll services for interim hires, such as PAYE Temporary Workers and Limited Company Contractors.

We can accommodate hires from any source, whether directly sourced or via agency suppliers.

Why choose Core-Asset Verify?



Trusted

Core-Asset Verify possesses substantial experience of vetting for many leading organisations within the UK and beyond.

As a preferred partner, we provide a high level of comfort for our clients and are aware of the standards expected when vetting new applicants. Our vetting services are subject to annual audits by many of our clients.

Expert

We have long-standing relationships with many of the UK's leading employers.

By being fully invested in the recruitment process, we have a deep, practical knowledge of clients' processes and procedures, as well as the regulatory pressures they face. Our verify team are trained and certified by the industry leading CIFAS Fraud Prevention Service.

Engaged

We appreciate the importance of engaging with an applicant throughout the process. This mitigates the risk of applicant dropout while enhancing the client's employer brand.

As a result, we are committed to providing high standards of communication with client and applicant throughout the vetting process.

Efficient

We are well aware of the time pressures facing both clients and applicants. We pride ourselves on quick completion times, while refusing to compromise on quality.

To ensure a timely completion of the individual checks we utilise a range of long-standing relationships with external partners, e.g. Disclosure Scotland, Equifax, etc.

Robust

Based on clients' existing requirements, our vetting process has been designed to provide a rigorous, transparent but pragmatic framework for decision making.

Crucially, it distinguishes wilful acts of dishonesty or fraud from administrative errors or reporting anomalies. This retains scope for professional judgement while still being supported by clear recommendations.

Unique

Within Scotland we are the only vetting service provider that offers contract services for interim hires. This means we can provide clients with a unique combination of vetting, contract and document management, onboarding and payroll services.

This perspective gives us a deep understanding of both the recruitment process and our clients' businesses.

Vetting services

Vetting is the process of performing a background check on someone who has been offered a position of employment. Such checks focus not only on an applicant’s criminal and credit history but also on their ability to work in the UK. It also ensures that the CV presented to secure employment is an accurate and honest reflection of the applicant’s professional and academic history.

Our vetting process

Core-Asset Verify aims to provide a positive applicant and client experience, with exceptional service at the heart of what we do. Our approach is one of high engagement where we aim to keep all parties fully informed throughout the process.

Core-Asset Verify’s vetting process offers clients clear insight into their potential employees, providing analysis of their occupational, criminal and financial history.

Our services are fully transparent and subject to internal and external audits. Applicant’s sensitive data is stored in a secure location and subject to data protection and our internal disaster recovery rules.

Based upon our findings, we provide clients with recommendations. Our system is designed to identify and report genuine dishonesty and distinguish this from minor events.

Clients will receive a detailed findings summary report along with our recommendations.

Recommendations fall into the following three categories:

GREEN Recommend to proceed	AMBER Proceed, but items need attention	RED Do not proceed
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Our vetting services are available in Silver, Gold or Platinum

Vetting service levels	SILVER	GOLD	PLATINUM
Estimated time to completion (business days):	5-10	10-15	dependent on jurisdiction
Identity verification	✓	✓	✓
Financial probity check – UK only (based upon 3 address checks)	✓	✓	✓
Employment history verification (5 years)	✓	✓	✓
Highest higher educational qualification document check	✓	✓	✓
Professional qualification(s) document check	✓	✓	✓
Criminal background check – UK only		✓	✓
Compliance database check		✓	✓
Highest higher educational qualification verification			✓
Professional qualification(s) verification			✓
Online media checks			✓
Financial services register check			✓
Employment history verification (10 years)			✓
Directors search			✓
Advanced criminal check: UK (regulated or high risk roles only)			✓
Regulatory reference check: 6 years (regulated or high risk roles only)			✓
International criminal background & financial checks			✓

Platinum services are available on an individual basis and in addition to Silver and Gold

Contract services

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Document management & onboarding

We offer digital contract and document management services for permanent and interim hires. This utilises state-of-the-art technology for a fast and efficient process, including document download and upload facilities and a legally-binding electronic signature system.

In addition to this, our highly-trained team are on hand to facilitate the signature of contracts. They can answer any questions applicants have regarding their documentation and help finalise joining details.

This combination of the latest technology supported by readily-available experts ensures the very best applicant journey.

Contract management for interim hires

We provide each client with a full consultation to ensure that, on behalf of the client, the appropriate contracts are in place between the applicant and Core-Asset Consulting.

These contracts reflect the nature of the interim assignment and in line with regulatory guidelines such as Employment Agencies Act, IR35 tax regulations, Agency Worker Regulations and the Working Time Directive.

In addition, we ensure an appropriate level of insurance exists for each assignment and that all applicants are protected in terms of professional indemnity, employers' liability and public liability where appropriate.

With respect to interim hires we also offer the following:

a. Aftercare support

Our team are on hand to support client and applicant queries throughout the course of the assignment, including extension management and offboarding.

We ensure interim hires are contractually bound by a code of conduct as detailed in their contract. This protects our clients in the event of any breaches. Any breaches of contract are managed accordingly by the team at Core-Asset Verify.

b. Payroll services

Core-Asset Verify utilises a flexible, tailored weekly and monthly payroll and payment service for all PAYE Temporary Workers and Limited Company Contractors.

We use an online timesheet system to ensure a smooth and efficient process for client and workers.

c. Tax legislation

We perform a 'health check' on Limited Company Contractors and Intermediaries (Umbrella Firms) ensuring all firms are incorporated in the UK, VAT registered (where appropriate) and comply with UK tax law.

d. Client reporting

Core-Asset Verify provides regular and timely reporting of key client information. This includes vetting updates, contractor population reporting, supplier information and a range of relevant financial reporting.

Third-party supplier management

For either permanent or interim hires, we can work with other agencies and consultancy firms engaged by the client. This ensures applicants are delivered in line with our vetting and contract services model underpinned by robust management information and financial reporting.

This allows us to provide clients with assurance that appropriate governance standards are in place whilst costs are monitored regardless of source.

Key benefits of Core-Asset Verify

- A dedicated, expert point of contact for both client and applicant
- Regular progress updates for clients and applicants
- State-of-the-art technology for a fast and efficient applicant process
- Clients receive tailored reports for each applicant
- Fully transparent process - no 'black box' technology
- Integrated contract services, including aftercare support and payroll services for interim hires
- Ability to perform overseas checks where appropriate

For more information about the services we offer, please get in touch:

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