Reed Screening – What To Expect From Screening

Congratulations on being offered your new role! Reed Screening is a leading specialist in pre-employment screening, who is a trusted partner of the organisation that you have been offered a role with.

Please take a moment to familiarise yourself with the content of this document, as this will provide you with all the information you need to make the process as seamless as possible.

The organisation you have been offered a role with, will have already outlined the check(s) that you will be screened against, so please only review the checks relevant to you:

Contents:

Receiving your connection request:

The organisation that has offered you the role will initiate your screening via our Screening Platform named CX3. You will receive an initial connection request to create your account and complete your Data Collection Form (DCF).

Please ensure you complete this as soon as possible, as we cannot begin your screening until you submit your DCF to us. You can only submit your DCF once all sections are complete.

Once all section of your DCF are complete, a green tick will appear: 

Completing your DCF:

Completing your DCF is simple and provides us with all of the information we need to begin your screening. **It is vital that the information that you provide is accurate**, as providing incorrect information can delay your screening and potentially your start date.

Below are a few points to bear in mind when completing your DCF:

- Ensure to provide your full name history, including previous surnames & detail any title changes (e.g. Miss to Mrs)
- Ensure your Town/Place of Birth on your DCF matches the Town/Place of Birth on your Passport or Birth Certificate
- Ensure your address history is accurate of the past 5 years and includes any addresses you were physically living at, within the period
- Ensure your activity history (work history including any periods of unemployment, travelling, in receipt of benefits, self-employment and voluntary work) is accurate
- For any periods of employment in which you were working via an agency or umbrella company, ensure to put these, rather than the company in which you were placed at

Assured ID/Reed ID Kit:

The organisation may have opted in to using the Assured ID/Reed ID Kit, this is used to digitally verify your Entitlement to Work in the UK Status, if you have an **in date British or Irish passport** and also for the purpose of DBS documents in some cases.

If your DCF has the the below image within, please ensure you click this button to generate a SMS message to verify your documents, before completing your application:

- Once the link has been received via SMS, click on it to begin the verification process
- Before proceeding, you will be asked to provide consent
- You will need to photograph your ID using your mobile phone camera. For ETW verification purposes, you must use a valid (in-date) UK or Irish passport (including Irish passport cards). You may need to change your phone's permission settings to take the photo
- Once you have successfully taken a photograph of your ID, it will be automatically reviewed and verified by the system
- Information will be extracted from the photographed ID, and you will be asked to input your address
- Next, you will be requested to complete face verification by taking a selfie video
- Once you have successfully taken the selfie video, the verification process will be complete. The captured data will be automatically sent to the IDKit Enterprise Portal
- For the purpose of a Standard or Enhanced DBS, you will also be asked to upload your driving licence

Tips & Hints:

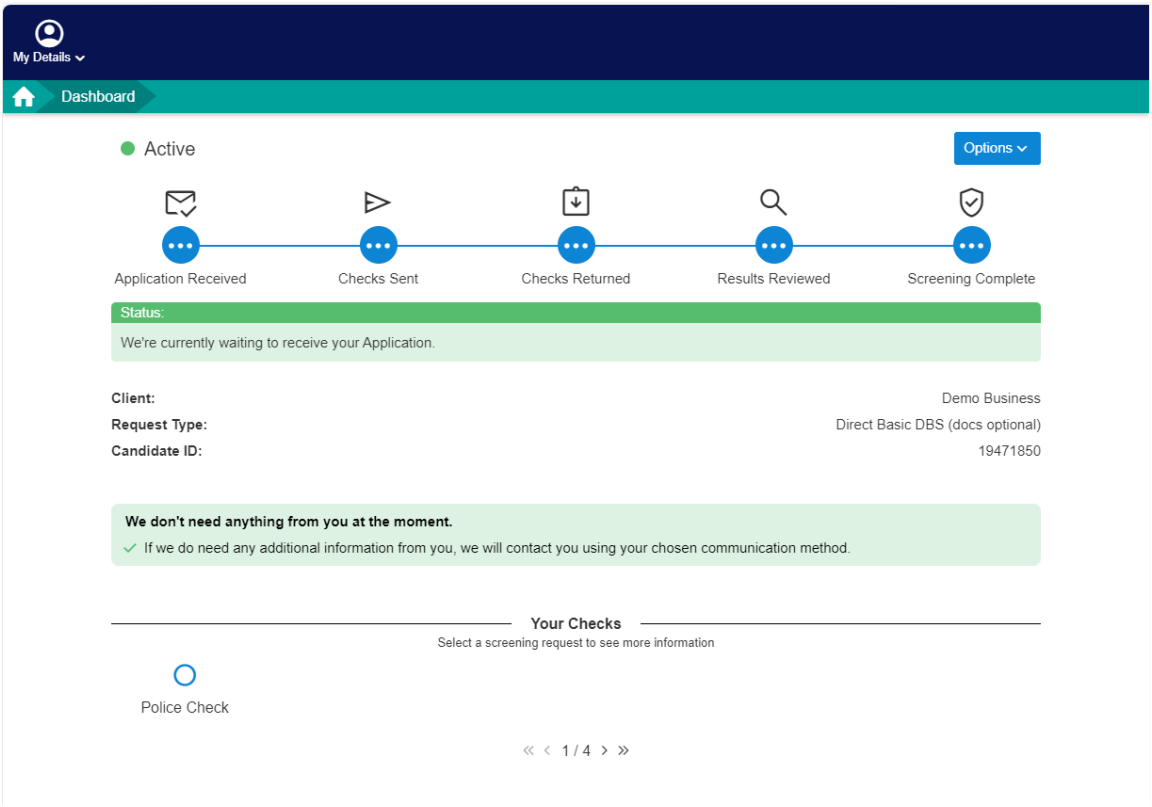
- Ensure your internet connection is strong
- Ensure there is sufficient lighting
- Ensure all parts of the document are visible such as all edges and no parts of the document are covered or cut off
- Ensure your document (original document is required) is on a flat surface when taking your picture
- Ensure there is sufficient lighting when taking the picture and there is no glare or reflection on the document

Using our System (CX3):

You can obtain live updates from our system via your home page, along with common FAQ's & our contact details:

Updates on your Screening from CX3:

The image below details your progress throughout the vetting process and also details if you have any outstanding actions that you need to respond to, to allow us to progress your screening file.



Responding to our Requests:

If we require anything from you in order to progress your screening, we will request this via an "**Information Required"** which will come through to you **via email,** and will appear in the below format:

As part of your screening, we have identified some additional information that we require from you.

In order to prevent any delays to completing your screening, please follow the button/link below to log in to the screening portal and view the information we need. Once this is submitted by you on the portal, we will review the information to move you through the screening process promptly.

Login

Alternatively, cut and paste the following URL into your Browser:
https://www.xms-portal.com/xms/ref/token?type=InformationRequest&t=84c59a52-2ff1-47a3-be37-a0291ce175cc&v=965ef2cc-2d3e-4bc6-a606-cd405ad0a3b2&ver=1.1&sig=bf50abe71ae0466d22265a5cd19602aeccd48b9306ff3bc00

Please ensure to click **Login** and respond to the information request via our secure system which is linked to your account.

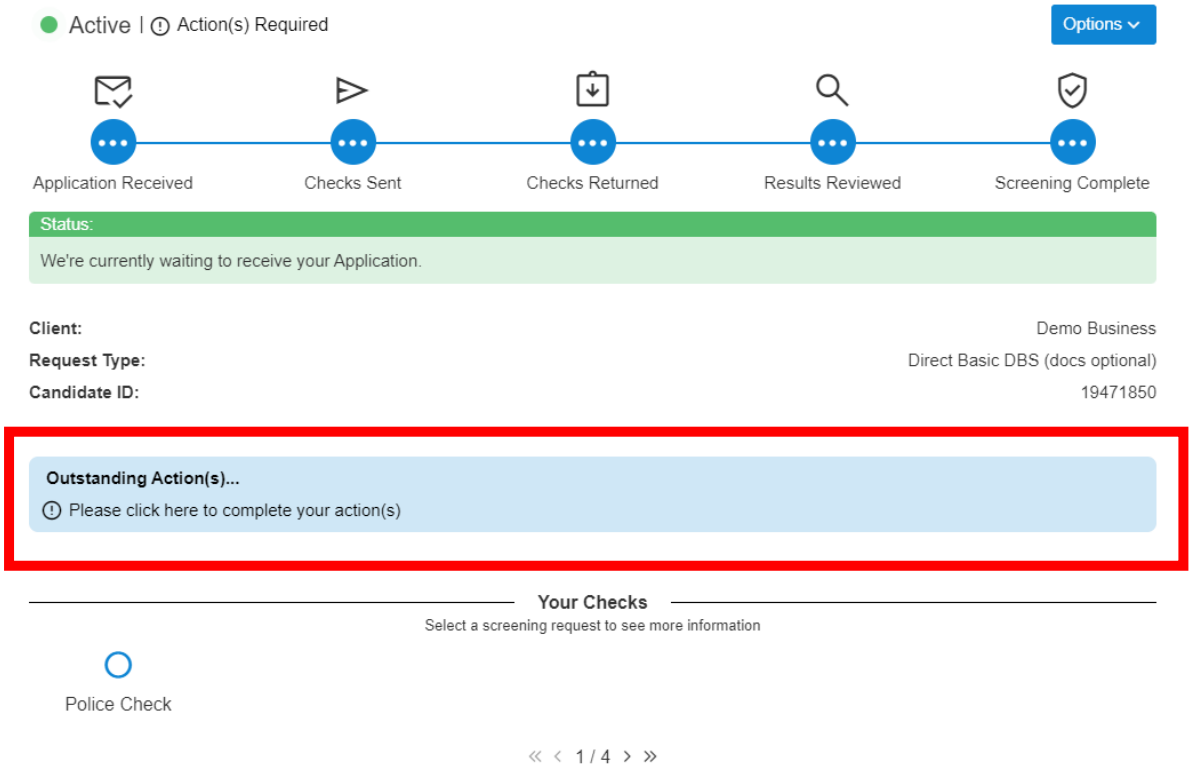
Please make sure that you do not respond via email to this request.

Answering information requireds:

Depending on if the email you have received for information is your first email, or a reminder you will be taken to one of two pages within your application.

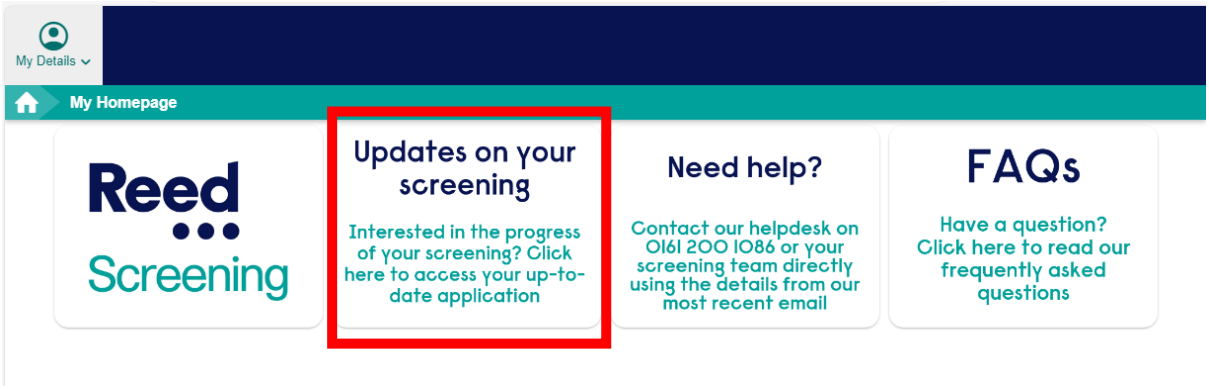
First Email for information:

You will be taken to the below screen, click the button in the **red box** to respond.



Reminder Email for information:

If you have not responded to your first email for information, your reminder email will take you to the below screen, click the button in the **red box** below to be taken to the page (above) to complete your actions.



Acceptable Documents:

The organisation that has requested your screening, may wish us to undertake Entitlement to Work and Criminal Record Checks as part of your vetting process.

Below are links to lists of acceptable documents and the process your employer/organisation will need to follow, which you will need to provide to allow us to process these checks:

Entitlement to Work:

Employers' right to work checklist (accessible) - GOV.UK (www.gov.uk)

Right to work checklist (publishing.service.gov.uk)

Criminal Record Checks (DBS/Access NI & Disclosure Scotland):

DBS (England and Wales):

ID checking guidelines for standard/enhanced DBS check applications from 1 July 2021 - GOV.UK (www.gov.uk)

Access NI (Northern Ireland)

Uploading proof of your identity for a criminal record check | nidirect

Disclosure Scotland:

As per links above

Work/Activity History Referencing:

We are often required to conduct work/activity history checks as part of your screening, a couple of main points on this process to note are detailed below:

- As per the process agreed with the organisation, we are required to independently verify all companies you have worked for, this means that the referee's you have provided on your application may not be contacted, as the company has advised us that there is an alternative verified source to use
- Please note that you must not be related to any personal/character referees, and some organisations may require you to provide a referee who has known you in a professional capacity
- You are likely to be asked to provide your HMRC Government Gateway PAYE Income during your vetting
- You may be asked for documentation to support any Self Employment, Benefits and Unemployment periods
- Failure to provide accurate information regarding your work history will likely result in a delay in your vetting being completed.

Konfir – Instant Referencing Verification

1. Please specify on the Data Collection Form whether you consent to Konfir if this is applicable to you. If you do, you will receive an automated text message with a request to complete the provided link. This link will direct you to Open Banking/Payroll and HMRC. While completing the link, you can opt out of any of the available options
2. Konfir links are sent as soon as the Data Collection Form is completed

3. The result will then be fed straight into your CX3 application without the need for you to take further action

4. If you consent to this but do not complete the link, you will be contacted within the first 24 hours of the application being received to be asked to complete the link.

HMRC Government Gateway PAYE Income

To obtain this, visit the following link to log in/sign up to your Government Gateway portal: https://www.gov.uk/personal-tax-account

Once logged in, follow these steps:

1. Click on the "PAY AS YOU EARN (PAYE)" option.

2. Select "View and Print Income Tax and Employment History"
   You need to obtain a document that lists your 5 years employment history, including the start and end dates of each job

3. On the "View and Print Income Tax and Employment History." page, you will see a "print this page" option

4. Click on it and select the "Save as PDF" option

If you encounter any difficulties obtaining your HMRC document, **please contact HMRC directly on 0300 200 3300**, and they can post the document to you.

Criminal Record Checks:

Many organisations choose to process Criminal Record Checks as part of their Screening Process, these include:

- Basic, Standard and Enhanced DBS
- Basic, Standard and Enhanced Disclosure Scotland
- Basic, Standard and Enhanced Access NI
- International Criminal Record Checks

Please be advised that it is vital that you provide us with accurate information on your screening file, as providing incorrect information can result in your Criminal Record Check Application being withdrawn, which can delay your vetting.

Please also be aware that Criminal Record Checking bodies are separate entities to Reed, and we are unable to dictate and influence the speed in which your Criminal Record Check has been returned, once we have submitted it.

Our Policies:

Please be aware that your engagement is vital in your screening process, should we be missing required information, you checks may be cancelled in line with the cancellation process we have in place with your organisation. Below are some instances this may occur:

- You have been unresponsive for an extended period time
- You haven't provided us with required information or documentation