A STUDY ON BACKGROUND VERIFICATION OF EMPLOYEES AT

S .S. SOLUTIONS LTD. BANGALORE

Dr.S.Poongavanam[*]

ABSTRACT

Background refers to the process of finding possible candidates for a job or function, usually undertaken by recruiters. It also undertaken by an employment agency or organization looking for recruits. Advertising is commonly part of the recruiting process, and can occur through several means: through online, newspapers, through professional publication, using advertisements, through a job center, through campus graduate recruitment programs, etc. Suitability for a job is typically assessed by looking for skills, e.g. Communication skills, typing skills, computer skills. Evidence for skills required for a job may be provided in the form of qualifications (educational or professional), experience in a job requiring the relevant skills or the testimony of references.

Key Words: Selection, Information, Process & Source

[*] **Assistant Professor, AMET Business School, AMET University, Chennai.**

Background of the study

Background Verification is basically concerned with having the right types of people available as and when required and improving the performance of existing people to make them to work more effective on their jobs, Manpower management thus starts with Background check. It is first done by studying three types of Forecasts.

1)   The economic needs,

2)   The Company sales and expansion forecast

3)   The employee market forecast

Such forecast results in the company's organization plans. A Comparison of these two namely the forecast and the plans, can result in anticipating the manpower needs. Background Deals with the management of people in an organization. It is a management function that helps manager's recruit, select, train and develops members for organizations. Background is related to the promotions and transfers from within the organization to jobs for which the existing personnel are suitable. Background deals with the management of people in an organization. It is a management function that helps managers recruit, selects, Train and develop members for organizations .It is with the people's dimensions in organizations.

OBJECTIVES:

1. To study the background verification undertaken in the company.

2. To study the sources of back ground verification.

3. To study the impact of background verification process

4. To give viable suggestions.

10 Tips for A Better Criminal Background Check

1.   **Get Complete Information From Your Applicant.** A criminal background check will be based in part on the information provided by the applicant. If necessary information is left out - such as which campus of a state university was attended, or the city where they last worked - the turnaround time can be adversely affected.

2.   **Order An Address History Search**. This search serves as the foundation of a thorough criminal background check. By identifying the applicant's residency history, other searches such as County Criminal Records and Driving Records can be conducted in the proper locations.

3.   Easy Backgrounds' Address History Search is based on an applicant's Social Security Number and name, so in addition to former addresses, the results will confirm if it is a valid number and the names associated with it.

4.   **Compare Criminal Background Check Results.** Compare the address history provided on the candidate's application with the criminal background check search results. If there are inconsistencies, ask the applicant for an explanation.

5.   **Include Work Locations.** People spend a lot of time at work or in the area of their employer, so consider a County Criminal History search in this area as well if it differs from the applicant's Address History.

6.   **Credit Checks for Employment.** Credit History Reports for employment purposes are different than those obtained for credit-granting purposes. The reports for employers have the individual account numbers screened out or altered (a fraction of it may appear or be substituted). Using a standard credit report for employment purposes is a violation of the FCRA.

7.   **Obtaining Birth Dates Without Violating The Law.** As a potential employer, you can't ask a candidate's date of birth - but you need a date of birth to run a Criminal History Search. One option is to extend the job offer before the criminal background check is ordered, with the offer being contingent on the results of the report. A second option is to have the applicant complete the release form, including date of birth, and seal it in an envelope when the application is submitted. Use it only if you run a criminal background check or employee background check.

8.   **Get Names of Supervisor and Co-Workers**. Human Resource departments will frequently give out only the most basic of information - start and termination dates, title, etc. If you can get the name of a Supervisor or a few co-workers, they are frequently less restrictive in the information they divulge for pre employment screening.

9.   **Run A Statewide Criminal Search.** We don't recommend Statewide Criminal Searches as a sole source of information during a criminal background check, but they are a good way to augment your County Criminal Record Search. If it's available, it's a relatively inexpensive way to cover a broad area.

10.   **Integrate With Your Applicant Tracking System**. If you use an Applicant Tracking System, Easy Backgrounds can be easily integrated so that it will pull all the necessary data to run a criminal background check. No double data entry.

11.   **Get With The Times**. The Web is how business gets done … quickly. If you're not using a Web-based criminal background check provider, you're probably waiting longer and spending more for your pre employment screening reports. Give Easy Backgrounds a try.

Methodology

Type of study: Descriptive

Sample size: 75

Sampling technique: Convenience sampling

Field of study: SS Solution Bangalore.

Data Collection:

The data collected contains primary data and secondary data. The primary data has been collected mainly by interviewing and also observation and audit. Secondary data has been obtained from published journals, company broachers, books, internet, etc.

Limitations of the Study

1.   As the project is prepared for academic purpose only, it suffers from the limitations of time and money, due to which analytical study into all the strategies adopted by the organization was not possible.

2.   The study was completed within short span of time that was available.

3.   The report also suffers from the limitations of exhaustiveness as far as the information is concerned.

4.   All this study is limited to SS Solution ltd. Bangalore only.

DATA ANALYSIS AND INTERPRETATION

Table1

Table shows the feeling about BG Process & Plan of Action

Background Check	No. of Respondents	Percentage
Excellent	52	69%
Good	20	26%
Satisfactory	3	4%
Total	75	100%

The above table shows 69% of respondents had shown that BG verification is excellent, 26% said it good and 4% said it is satisfactory.

Table 2

Table shows what should be the company's main source of BG Check

BG Checks	No. of Respondents	Percentage
Bureau	52	69%
Agency	10	13%
Third Party	13	17%
Total	75	100%

The above table shows that the company main source of BG check is through bureau (69%). Than come agency and third party.

Table 3

Table shows preference according to the BG

BG Checks	No. of Respondents	Percentage
Internal	30	66
External	45	44
Total	75	100

The above table shows that BG check is done through external (44%) and 33% feels that BG check is done though internal.

Table 4

Table shows respondents written test during BG Check.

BG Checks	No. of Respondents	Percentage
Yes	45	60
No	16	21.3
Not Replied	14	18.7
Total	75	100

Around 60% Respondents felt that SSS met their expectations.

Table 5

Table shows respondents the BG check and selection procedure of the company.

BG Checks	No. of Respondents	Percentage
Yes	45	60
No	30	40
Not Replied	--	--
Total	75	100

60% of the respondents said yes and they are happy with the BG check and selection procedure.
procedure.

Table 6

Table shows did you informed details during BG Check

BG Checks	No. of Respondents	Percentage
Yes	6	8
No	69	92
Total	75	100

92% says no to the question, but only 8% are responded yes.

Table 7

Table shows Satisfaction about BG Check and selection procedure in your company

BG Checks	No. of Respondents	Percentage
Satisfactory	72	96
Unsatisfactory	3	4
Total	75	100

96% says they are satisfied with the BG check and selection procedure in the company and 4% says they are not satisfied..

CHI-SQUARE TEST

Null Hypothesis (Ho)

There is no significant relationship between BG verification and satisfaction of the employees in the company.

Alternative Hypothesis (H1)

There is significant relationship between BG verification and satisfaction of the employees in the company.

Chi – Square value is **22.71**

No of Columns = 4

No of Rows = 4

Level of
Significance = 5%

Degree of freedom

$$d.f = (c-1)(r-1)$$

$$= (4-1)(4-1)$$

$$= 9$$

Calculated value = 34.91

Tabulated value = 16.92

Since Calculated value is greater than Tabulated value. Nul hypothesis is not accepted that there is significant relationship between BG verification and satisfaction of the employees in the company.

Suggestions & Recommendations

1.   Create awareness about Clients requirements among the employees by maintaining high level of motivation and focus.

2.   Design an effective system & agency for conducting Employee Background checks.

3.   More attention is to be paid on the feedback as it gives necessary inputs for the improvements in the future.

4.   Increase the competence levels among the employees by giving suitable Training and Development Program.

CONCLUSION

The primary objective of Background check of Employees is to ensure availability of a competent and willing work force to organizations. Its main objective is to make the organization people oriented. To recognize the role of Background in bringing about organization effectiveness, background is not an end self. It is only a means to assist the organization with its primary objectives.

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