



Digitising Pre-Employment Checks and Candidate Onboarding: A Guide for Recruiters and Employers



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Introduction

The rapid pace of technological advancement has ushered in a new era, transforming the way we work and connect.

Over the past few years, following the onset of the COVID-19 pandemic, we've witnessed businesses of all sizes across various sectors expedite the adoption of digital tools and processes.

The world of recruitment in the UK has also undergone significant digital transformation, reshaping how recruiters and employers operate. Two critical aspects have come to the forefront of the recruitment landscape: compliance and candidate onboarding. Digitising these processes not only ensures your compliance with the latest regulations but also shields your business from potential fines and damage to its reputation. Moreover, it's more cost-effective and efficient for staff vetting than traditional manual methods.

As new technologies continue to be adopted, one thing becomes abundantly clear: the digital framework is here to stay. If your organisation is not a part of the evolving digital ecosystem, you risk falling behind in the race for top talent and innovative recruitment practices.

Pre-Employment Checks and Processes

Understanding Your Requirements

In the UK, every employer must actively prevent illegal working within their organisation. This commitment is fulfilled through a rigorous set of pre-employment checks to verify the applicant's identity and their legal Right to Work and gather relevant background information.

In addition to crucial checks, such as

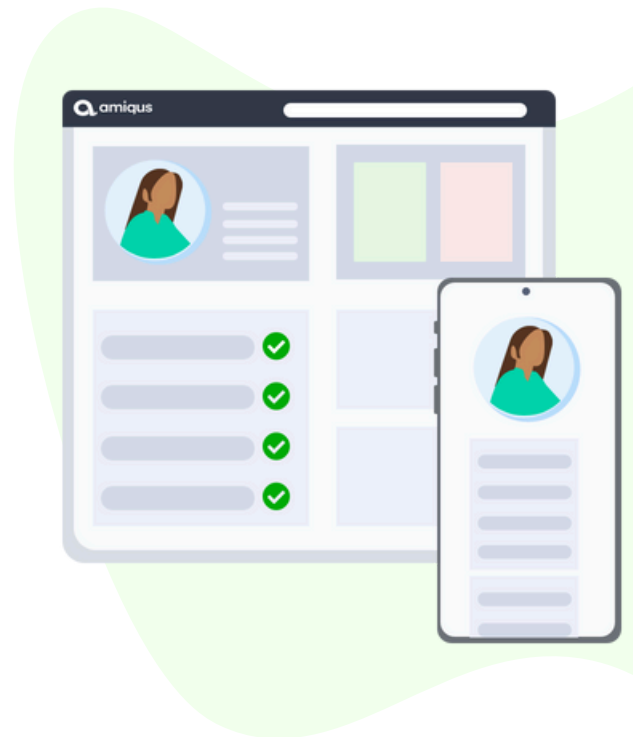
- Right to Work
- Basic, standard and enhanced DBS checks with Adult and Child Barring
- Photo ID verification
- Identity reports, including proof of address

You may find it necessary to request supplementary information, particularly in highly regulated sectors such as healthcare, social care and education as well as for specific roles within highly responsible professions like law, finance and security. This could include details regarding employment history, references, fitness for work assessments, qualifications and professional registrations.

Irrespective of whether you currently conduct these checks and processes manually or employ digital tools for this purpose, assessing the most suitable approach for your organisation requires careful consideration of the following questions:

Questions

1. Are you compliant with the latest regulations?
2. Do you satisfy the requirements for a statutory excuse against civil penalties?
3. Does your process meet the highest information and cyber security standards?
4. What is your check volume?
5. What types of checks do you need to conduct on your candidates?
6. How much time do you spend on conducting pre-employment checks?
7. How do you shape the candidate experience during the onboarding process?
8. How do you maintain an audit trail?



Legislation

Recruiters and employers need to comply with the latest Home Office reform regarding digital Right to Work and DBS checks under the UK Digital Identity and Attributes Trust Framework (UKDIATF).

Under the UK Trust Framework, when conducting Right to Work checks, employers have the option to either physically meet candidates for manual document verification or engage a certified Identity Service Provider (IDSP) utilising Identity Document Validation Technology (IDVT) for digital verification. For digital DBS checks, businesses must use a certified IDSP.

The list of UK Government certified IDSPs for Right to Work and DBS can be found on the [Home Office website](#).

Changes to Right to Work Penalties

The [Immigration \(Employment of Adults Subject to Immigration Control\) \(Maximum Penalty\) \(Amendment\) Order 2024](#) came into force on 13 February 2024, increasing the financial penalties for employers who employ illegal workers without conducting proper Right to Work checks.

Initial breaches carry fines of up to £45,000 per worker – a threefold increase from the previous adjustment in 2014. For repeat violations, employers will be liable to pay fines reaching a maximum of £60,000.



The Benefits of Using a Certified IDSP

Opting for digital checks with a certified IDSP offers a more efficient and secure process, safeguarding your business from potential penalties while maintaining compliance with the highest standards. When evaluating the queries outlined in the [Requirements](#) section of this document to decide between a manual or digital approach for your pre-employment checks and onboarding process, it is important to consider the benefits of using a certified IDSP listed below. This can assist you in making an informed choice.

Why Use a Certified IDSP?

Compliance assurance: Choosing to work with a certified IDSP ensures strict adherence to Trust Framework guidelines and standards, specifically concerning digital Right to Work and DBS checks requirements.

Statutory excuse: When a Right to Work check is conducted through a certified IDSP for British and Irish citizens, it establishes a continuous statutory excuse.

Enhanced security: Transactions, documents and candidate data are encrypted and securely stored within the digital platform, eliminating the need for physical document photocopies or the transfer of personal documents via email attachments.

Check volume: If you conduct checks on multiple candidates or anticipate future scalability, a certified IDSP can efficiently accommodate your evolving needs.

Time efficiency and cost efficiency: With a certified IDSP, you can drastically reduce the time required to verify and onboard candidates, streamlining the process from weeks to just days or even minutes. This efficiency also translates to cost savings by eliminating unnecessary admin.

Improved candidate experience: Enhance your business's reputation by providing candidates with a secure and seamless end-to-end process that covers not only pre-employment checks but also complete candidate onboarding within a single platform.

Simplified audits: Streamline future audits by effortlessly recording all critical interactions, updates and actions carried out by your team and candidates within the digital platform.



How to Choose the Right IDSP?

In today's market, the multitude of Identity Service providers can be overwhelming. Choosing the right one is crucial to avoid a disjointed onboarding experience. Picture the frustration of realising essential tasks still require manual intervention or being tied to multiple providers for different checks. To make an informed choice, consider these key questions:

Certification

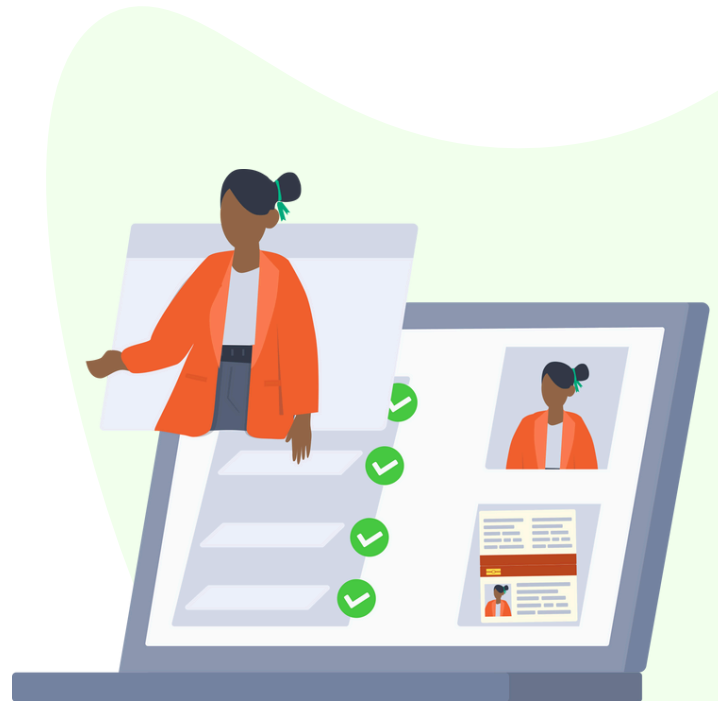
Is the IDSP fully certified under the Trust Framework? Ensure they've passed Home Office accreditation for secure, digital checks. Without certification, face-to-face meetings may be your only option. To streamline the process of conducting DBS checks for your organisation, it is advisable to engage the services of an [Umbrella Body](#) company that is certified as an IDSP.

Centralised checks

Does the IDSP offer a full range of pre-employment checks? Look for a provider that can offer all the pre-employment checks you need in one place, eliminating the reliance on third parties that can lead to unwarranted delays.

Additional functionality

Does the IDSP provide extra features as part of their service? It's worth considering an IDSP that goes beyond basic checks by offering additional functionalities such as automated referencing, custom forms, share code integration, audit logs etc. for seamlessly managing your candidate onboarding from start to finish.



Training and support

Does the IDSP offer straightforward setup, comprehensive team training and continuous support? Prioritise a provider that simplifies setup, offers user-friendly training and ensures ongoing assistance for you and your candidates.

Integration

How easy is it to integrate the IDSP into your internal systems? Choose a provider that offers seamless integration with your applicant tracking and other internal systems to maintain data consistency and efficiency.

Fully digital process

Does the IDSP still do certain things manually? When choosing an IDSP you want to ensure that their whole process is fully digitised. Hybrid solutions, combining digital and manual processes, can introduce the risk of human error and result in extended checking times.

Ease of use

How user-friendly is the IDSP? When selecting an IDSP, it's crucial to assess ease of use. Seek evidence such as proof points, case studies and testimonials highlighting their user-friendliness. Request a product demonstration to ensure the solution is straightforward for both your candidates and your team.

Pricing and commitment

Does the IDSP provide contract-free and flexible usability? Opt for an IDSP that offers a comprehensive pricing package at the advertised price, without tying you into long-term contracts. Prioritise transparency in terms of licensing fees, credit expiration and costs associated with additional features to ensure a clear and flexible arrangement.

Fallback routes

Does your IDSP offer both App and Non-App routes for your candidates? It's important to evaluate what aligns best with your candidates' preferences and ensure you can provide both app and non-app (web-based) options for them to complete necessary checks.

[Download Checklist](#)



Conclusion

The changing landscape of compliance and candidate onboarding in the UK demands adaptability from employers and recruiters. Opting for a certified IDSP such as Amiqus represents a strategic choice aimed at bolstering efficiency, security and overall candidate satisfaction in today's highly competitive job market. Stay ahead of the curve and safeguard your business by partnering with a certified IDSP like Amiqus today.

[Book a free demo](#)



Amiqus: Your Trusted IDSP

Amiqus, a UK government-certified IDSP, offers comprehensive pre-employment screening and end-to-end candidate onboarding. With Amiqus, you can conduct digital checks on UK and Irish nationals and even verify the Right to Work of non-UK nationals through the Home Office online check, ensuring a secure and compliant hiring process.

Get in touch: amiqus.co | sales@amiqus.co

Glossary of Terms

UK Digital Identity and Attributes Trust Framework

The Digital Identity and Attributes Trust Framework (UKDIATF) is a set of standards, rules and best practice guidelines for the digital identity market. It allows people to use their digital identity for multiple purposes such as opening a bank account, renting property and starting a new job, without having to prove their identity every single time.

Identity Service Provider

An identity service provider (IDSP) is a provider of identity verification services. In the context of the Home Office guidance to Right to Work, they may be certified to provide identity verification to specific levels of confidence, specified by government standards. IDSPs are sometimes referred to as 'identity providers'.

Identity Document Validation Technology

Identity document validation technology (IDVT) is a form of technology that can quickly and easily assist you in establishing the authenticity of documents presented for identity verification purposes, including passports, biometric residence permits, driving licences and identity cards.

Identity verification

Identity verification (IDV) refers to the process of proving that an identity exists and that the individual making the claim is the owner of the identity.

Certification

When an independent auditor checks that organisations follow the rules of the Trust Framework. Independent certification builds trust that approved IDSPs will protect an individual's privacy and keep their data safe and secure.

Certification will be undertaken by an independent certification body to ensure their service is capable of providing ID verification services under the Home Office Right to Work guidance and the standards set out in the UKDIATF.

