

***Proposal for Background
Verification process***

Objective

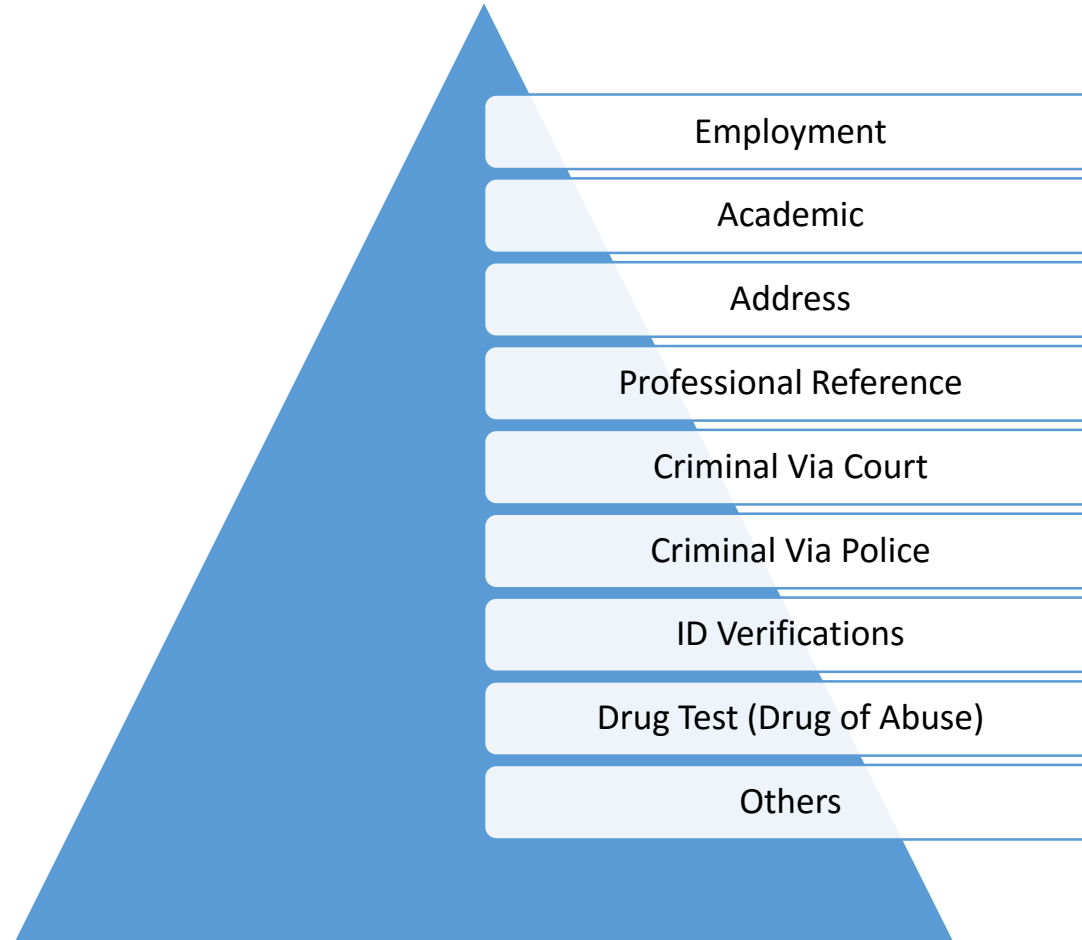
- A background check or background investigation is the process of looking up and compiling records like **Criminal, Commercial, Professional** and **Financial** in certain instances such as employment screening of an individual to filter the quality of Human Resource working in your Organization.
- The professional's goal is to find the person, who will be best suited emotionally, Temperamentally and skill wise for the jobs the company offers.
- The concept of background screening was introduced in India a few years ago. **This was triggered by the changed security environment post the 9/11 attacks in the USA.**

Introduction

- Screening in India is generally focused on high volume **BPO, Financial, Manpower, IT, Retail, Hospitality** Industry etc...
- Our India operation presently has dedicated resources to Background Screening, and related research
- our experience and ability in handling such large volume assignments is unique. Our reputation has been built on value, professionalism, flexibility and responsiveness.
- **Eagle Eye Enterprises LLP is an ISO 9001:2008 Quality Management System Certified Company**



Our Products



Process

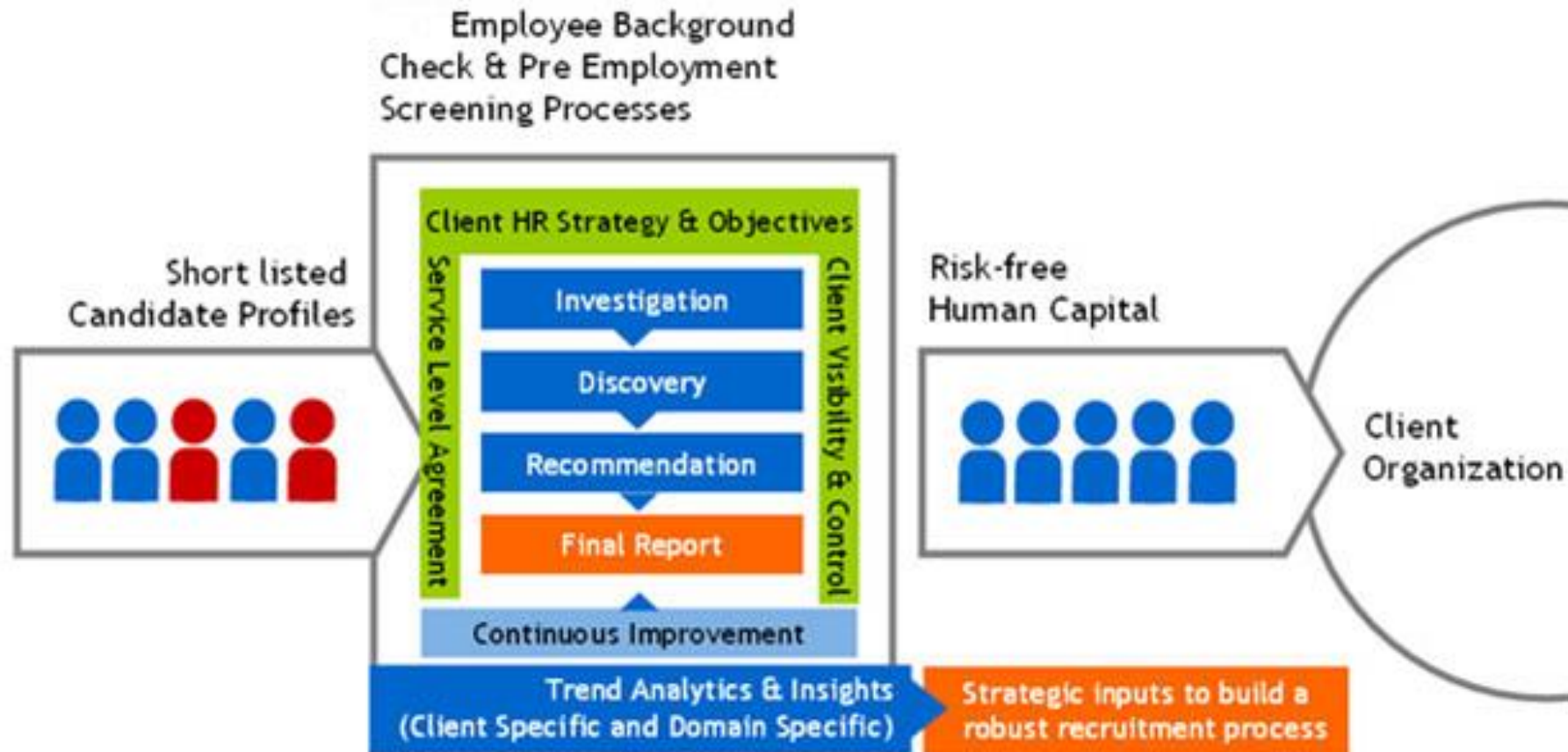


Chart Flow



Employment Verification

Step 1

- **Input from Client.**

Step 2

- **Study of Inputs by EEE team.**

Step 3

- **Contacting previous Employers (HR Dept.) for Verification.**

Step 4

- **Negating Insufficiency if any in the process.**

Step 5

- **Follow up with respective SPOC's of the previous Employer for Verifications and obtaining Inputs.**

Step 6

- **Preparing a Report based on the previous Employer feedbacks.**

Step 7

- **Dispatching a fully detailed report to the client.**

Academic Verification

Step 1

- **Input from Client**

Step 2

- **Study of Inputs by EEE team**

Step 3

- **Contacting relevant University / College for Verification**

Step 4

- **Negating Insufficiency if any in the process**

Step 5

- **Follow up with University / College Authorities for Verifications and obtaining status**

Step 6

- **Preparing a Report based on the University / College Inputs**

Step 7

- **Dispatching a fully detailed report to the client**

Address Verification

Step 1

- **Input from Client**

Step 2

- **Study of Inputs by EEE team**

Step 3

- **Negating Insufficiency if any in the process**

Step 4

- **Physical site visit to the provided Address by EEE's Field Executive**

Step 5

- **Filling up the Field verification form and get it signed by the respondent at Candidate's house.**

Step 6

- **Preparing a Report based on the University / College Inputs**

Step 7

- **Dispatching a fully detailed report to the client**

Professional Reference Verification

Step 1

- **Input from Client**

Step 2

- **Study of Inputs by EEE team**

Step 3

- **Negating Insufficiency if any in the process**

Step 4

- **Contacting Professional References over calls (Candidates Ex Supervisors) provided for Verification**

Step 5

- **Follow up with the References for Verifications and obtaining the feedback in the specified format via email**

Step 6

- **Preparing a Report based on the Inputs obtained from the Reference**

Step 7

- **Dispatching a fully detailed report to the client**

Criminal Verification (Via Court)

Step 1

- **Input from Client**

Step 2

- **Study of Inputs by EEE team**

Step 3

- **Negating Insufficiency if any in the process**

Step 4

- **Verification of the Candidate on the basis of credentials like (DOB, PAN, Regd. Address, Fathers Name) done by empanelled Attorneys**

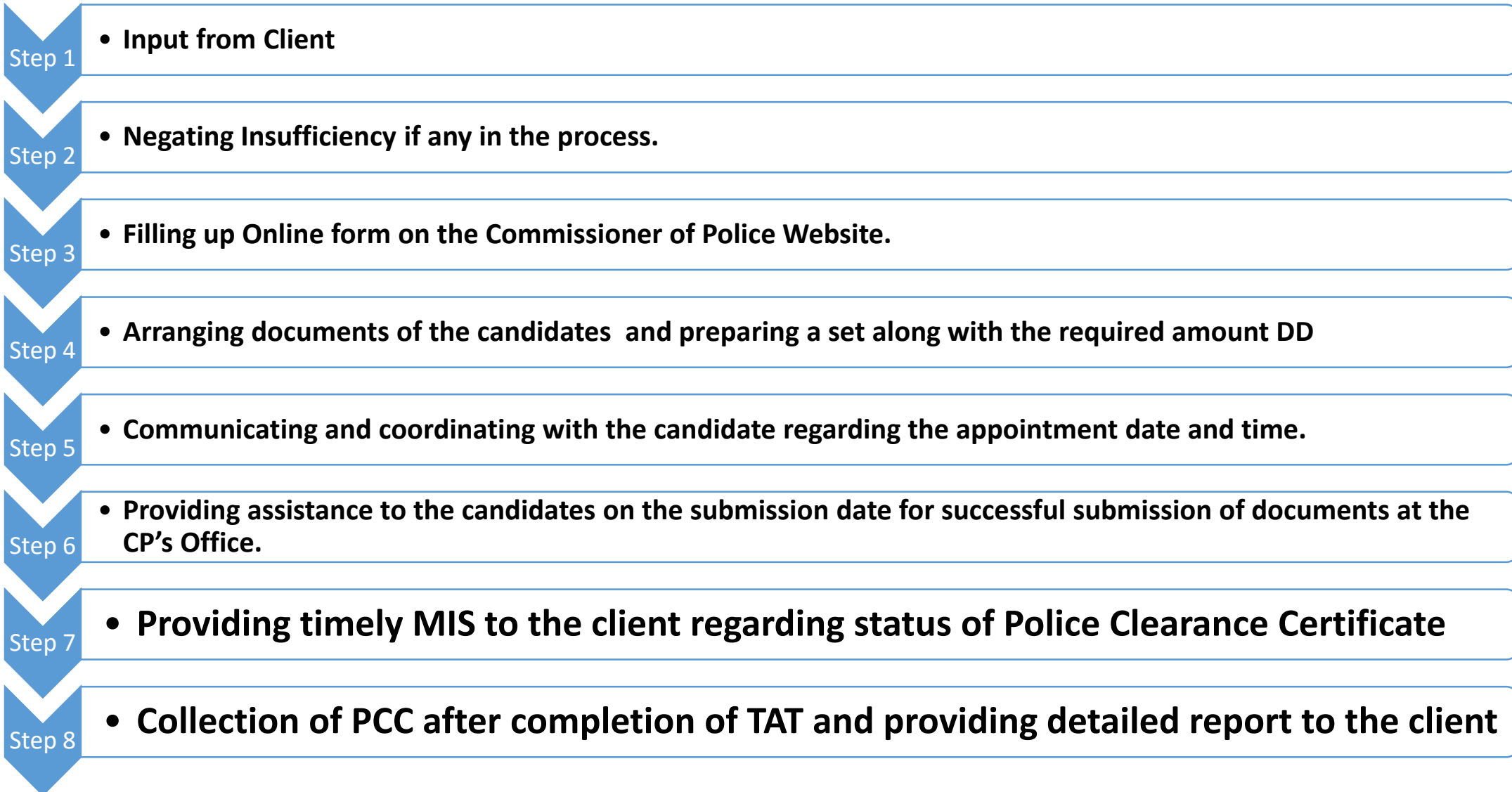
Step 5

- **Preparing a Report based on the Inputs obtained from the Reference**

Step 6

- **Dispatching a fully detailed report to the client**

Criminal Verification (Via Police)



Why EAGLE EYE?

- Eagle Eye's network and updated database system has led to a stronger information integrity offerings to all its clients.
- Sensitive information like **criminal background verification and credit history** are **conducted by local employees, a key factor for accurate employment background check.**
- Eagle Eye has developed professional relationships with police departments, courts, government bodies and educational institutions at local levels. This enables to retrieve information from sources which are comprehensive and authentic.
- Eagle Eye has stringent data security practices that ensures sensitive information such as criminal background verification and credit history is well guarded and channeled only to relevant and authorized personnel.

Management Team

- Eagle Eye's management team will be available for any of the service requirements. To ensure highest level of delivery at all levels the following escalation path will be available.
- The contact information and the specific escalation chart will be shared with you during the initial stages of the agreement.



Components based on Role

Components to be verified for the L1 and L2 category Staff:

- Address
- Criminal
- Employment
- Drug Test.
- ID Verification

Components to be verified for the L3 category Staff:

- Address
- Academic
- Criminal
- Employment
- Drug Abuse Test
- ID Verification

Components to be verified for the L4 and Above category Staff:

- Address
- Academic
- Criminal
- Employment
- ID Verification
- Professional Reference Check (Ex - Supervisors)

Classification of the components

L1 and L2 being the most basic level staff which will be communicating with the Customer maximum time; Customer being the most crucial part of the business, they need to be handled more sensitively. To ensure we have a correct man for this Job we should check if they have no previous criminal history, having confirmed His / Her Residence, getting checked the worked places for a professional feedback from the ex employers, checking them for the consumption of drugs or its frequency intake And last but not the least the authenticity of the Documents, hence an ID Verification.

L3 being preferably a Chef or a Captain would have a basic work experience and possibly a minimum education qualification as a criteria, just to check if this folks stand in the correct list, we verify their Academic credentials, their Ex Employer Feedbacks via Employment Verification. As it being an important role to play we introduce a Drug abuse test, Residence check to confirm the candidate's stay at the provided address, his / her Identity proofs and lastly if he / she holds any criminal background.

For L4 and above it being the White collard staff we conduct their Academic, Employment, Address, Criminal, Professional Verification and ID Verification.

Note: Components can be added or removed as per the clients flexibility. Client has the liberty to choose, prioritize and form a suitable package as per them. The classification justified on top is on an Advisory Level. Implementation of certain Components will merely be a Clients Call.

Contact for this Proposal

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Thank You