

Pre-Employment Screening for (IT) Certification

ISO 27001

C5

TISAX

KRITIS

Introduction

Through certifications, companies demonstrate their reliability in information security and create an important prerequisite for participation in public and private tenders.

As a risk minimisation measure, all certifications and the KRITIS guidelines require applicant checks for new hires.

The international standard ISO 27001 introduced “pre-employment measures” as a requirement for information security management systems (ISMS). The following certifications are largely based on this.

In Annex A.7, ISO 27001 outlines the legal framework for pre-employment screening:

“This review must be appropriate in relation to business requirements, the classification of the information to be obtained and possible risks (A.7.1.1). In order to achieve this, the following, among other things, should be present, ensured or checked:

- a procedure for obtaining information (how and under what requirements)
- a list of legal and ethical criteria
- the security check must be appropriate, based on risks and the company needs

Based on this, the C5 certification defines the special test areas:

„To the extent legally permissible, the review covers the following areas:

- Identity verification by means of an official ID document
- Verification of the curriculum vitae (CV)
- Verification of academic titles and degrees
- Certificate of good conduct or national equivalent
- Assessment of the risk of susceptibility to blackmail

The verification of qualifications and trustworthiness can be carried out with the help of a specialized service provider. Depending on the national legislation, national counterparts of the German certificate of good conduct are also permissible.”

(5.3 Personal (HR), HR-01 Verification of qualifications and trustworthiness)

The KRITIS guidelines have adopted these test criteria verbatim, with TISAX is based on the ISO 27001 versions.

The individual checks

The IT directives define the test criteria - now we can assign specific checks to them.

Criteria	Signum - Check
Plausibility	CV Plausibility
Authenticity of qualifications	Verification of highest degree
Competence	Employment history
Identity	Address verification
Integrity	Sanction list check
	Certificate of good conduct Criminal record check
	Credit Check
	Media research

Screening packages for IT certifications

The following check packages are suggestions - all Signum checks can be put together individually using the modular principle

Check	Minimum	Enhanced
Verification of highest degree	✓	✓
CV Plausibility	✓	✓
Address verification	✓	✓
Sanction / Corruption lists	✓	✓
Employment history		✓
Media research		✓
Credit Check		✓
Certificate of good conduct Criminal record check		✓

What are the benefits?

- ✓ **Mitigating of potential damage due to poor hiring decisions**
- ✓ **Compliance with the criteria set out in the directives**
- ✓ **Signum report serves as proof for audits**
- ✓ **Data-compliant, legally sound checks**
- ✓ **Provides relief and support for the HR department**

You would like to start screening?

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