

BACKGROUND VERIFICATION SERVICES



INTRODUCTION

"In a more competitive job market & harsh economy like ours, individuals are more apt to embellish or hide certain aspects of their histories in order to appear more attractive to recruiters."

Smart Partners

Smart Partners Consulting Limited is a registered HR Consulting firm.

We are focused on running affordable Background Check for our Clients across the nation. We have built capacity in delivering value to all our customers. With our experience of over 6 years in all kinds of Background check services, we are confident that we will help you to get the right candidates at all times.

We leverage automated processes in our entire project, and we have internal capabilities to drive innovation with all our projects. Becoming your services provider, we will support your project with all necessary IT intervention possible.

Our Service Offerings

We offer the following services;

DEGREE VERIFICATION

Smart Partners would help you verify the authenticity of your candidates' certificates. Confirm the school, date of attendance, course of study, and class of degree.

ADDRESS CONFIRMATION

This is to confirm the genuineness of the residential address submitted by candidate for employment.

NYSC VERIFICATION

It is important for Graduate employee to have served their fatherland and possess a NYSC certificate. It is necessary that respective employers verify this document.

EMPLOYER VERIFICATION

Many people hide unsatisfactory work histories, prior criminal convictions, former position held/enumeration. We will confirm all past records for you

GUARANTORS / REFERENCE CHECK

This is to validate the Guarantor who stood for an employee for employment is Legit and validating that such individual is fit to be a Guarantor based on a specified quality.

PERSONALITY CHECK

Personality checks generally focus on an individual's history to determine their suitability for a job. We investigate for honesty and reliability.

CREDIT CHECK

Carrying out thorough credit checks on helps HR & Business Partners to know how financially stable and trustworthy an employee is.

Our Approach to Projects

Nobody understands your business like you do. That is why **Smart Partners** will work with you to analyse your successes and challenges while defining your needs and goals now and for the future.

	Information Gathering & Expectations Clarification Phase	<p>We engage you to get all information about the types of check you want run. Understand clearly your goals and advise accordingly.</p> <p>We also go a step further to analyse you current risk and advise accordingly ways to mitigate such risks</p>
	Service Level Agreement	<p>Here we agree clearly on the expectation for clients, service delivery terms and payment schedules. Then sign off on the contract.</p>
	Requests From Client	<p>Here we agree on a format to which we will use to receive your requests</p>
	Reporting & Delivery	<p>We give weekly reports as we progress per project and a comprehensive report at the end of each request.</p>

Our Pricing

Description	West/South Region	Eastern Region	Northern Region	Foreign	Duration
Educational Verification Certificate (Per Tertiary Qualification)	N18,000			N30,000	4 -6 Weeks
<p>Note; we carry out physical verifications with the tertiary institutions.</p> <p>Some school's bureaucracy could extend the duration of 4-6 weeks. In this regard, we would appreciate our client to bear with us.</p>					
Previous Employment Check (Last Employment)	N8,000	N8,000	N8,000	N10,000	1 Week
Professional Certificate Verification	N12,000	N12,000	N12,000	N15,000	1 Week
Personal Reference Check	N8,000	N10,000	N10,000	N20,000	2 Weeks
Guarantor Check	N8,000	N10,000	N10,000	N20,000	2 -3 Weeks
Address Confirmation (Current Resident)	N8,000	N10,000	N10,000	N20,000	2 -3 Weeks
NYSC Certificate Verification	N8,000	N8,000	N8,000	N/A	2 -3 Weeks
WAEC/GCE Result Verification	N7,000	N7,000	N7,000	N/A	2 -3 Weeks
Criminal Records	N12,500	N12,500	N12,500	N/A	2 -3 Weeks
REQUEST FROM 10 VERIFICATION AND ABOVE ATTRACTS DISCOUNTS					

Payment Terms:

We request a 70% down payment of the total price to start working on your requests and the remaining balance upon completion.

Requirements

Letter of Authorisation: Letter of company authorizing us to verify their staff information

Letter of Consent: The staff whose information is to be verified. This will be required on demand

Copies of Credentials: Clear photocopies of documents & certificates to be verified

Matic No [Optional]: In some instances, we will require matriculation number of staff

Details of Guarantors: Guarantors / Referee full details would be required to run check on them

Details of Previous Employer: Full details of previous work place would be needed to verify a candidate's previous employer

Benefits of partnering with us

Nationwide Network – Over the years, we have built relationship in most of the institution and we have foot soldiers nationwide.

Speed in Delivery – Because of our technology-oriented skills, our delivery is efficient and expert guidance.

Independence – Our check reports are without biases; since we do not know your staff or relate with them, we deliver honest and uncompromised result.

Affordability – Our model of operation, which makes our pricing reasonable; we operate without bureaucracy.

Contact Us

We thank you for the opportunity to submit our proposal to your organisation. We hope this proposal adequately covers and addresses all your beautiful expectations. If you would like to discuss further, or have any questions regarding this proposal then please do not hesitate to get in touch. We anticipate your positive response.

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