

## ABSTRACT

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### **THE WORK ACTIVITIES IN THE PERSONNEL SCREENING SERVICES DIVISION AS A CASE ANALYST AT PT VERIS**

*I chose PT Veris as my professional workplace to fulfill the requirements of professional work courses. PT Veris is a company engaged in the field of Management Consulting services by offering services to check or verify the background of client candidates or known as Background Screening. During the profession work at PT Veris, I was guided by a QC Manager. I had the chance to be involved as a Case Analyst in the Personnel Screening Services (Screening Operations) Division. I was assigned to compile the Background Screening Report for clients, conduct reference interviews, assist Junior Research Analysts when facing difficulties in conducting the verification process, analyze negative findings from verification results, and assist the finance team in checking the package and price before sending the invoice to clients. All of these work activities were necessary to maintain high integrity so that PT Veris could be trusted by the clients.*

*Keywords: Background Screening, Human Resources Management, Analyst*