

HR07 · STEP 4 · INTERIM

Background Checks & Hiring Risk Review

Risk Summary Table

Consolidated table comparing risk themes across candidates, with severity levels, mitigation notes, and decision implications in one view.

ABOUT THIS DOCUMENT

This is a **sample** deliverable from the **Background Checks & Hiring Risk Review** workflow (HR07) in AGASI AiOS. It shows the expected structure and tone. All names, numbers, and facts are **fictional**.

Risk Summary Table — Senior Data & AI Consultant

Role: Senior Data & AI Consultant — Data & AI Advisory Practice **Organisation:** Northbridge Advisory Partners **Date:** Current review cycle **Prepared by:** HR Specialist, People Operations

Medium Risk

Candidate	Overall Risk Rating	Confirmed Issues (Count)	Follow-Up Items (Count)	Key Concerns	Recommended Next Step
Candidate D	Medium	1	3	Satisfied CCJ with policy interpretation ambiguity for data-access roles; undeclared 3-month employment gap; one reference unreachable	Escalate to HR Director for risk acceptance review; obtain candidate written gap explanation; await provider final reference attempt within the supplementary report window

Low Risk

Candidate	Overall Risk Rating	Confirmed Issues (Count)	Follow-Up Items (Count)	Key Concerns	Recommended Next Step
Candidate A	Low	0	1	2-month employment start date discrepancy at most recent employer	Request candidate written clarification on Meridian start date; proceed to next hiring stage once resolved
Candidate B	Low	0	2	Former employer dissolved (cannot verify Jul 2017 – Aug 2019 employment); Azure DP-203 certification verification pending	Await certification verification result within the supplementary report window; document alternative employment evidence for dissolved employer

Summary Counts

Rating	Candidates	Confirmed Issues (Total)	Follow-Up Items (Total)
High Risk	0	—	—
Medium Risk	1 (Candidate D)	1	3
Low Risk	2 (Candidate A, Candidate B)	0	3
Clear	0	—	—
Total	3	1	6