



## Professional Investigative Background Screening

Food Service • Tenants • Janitorial • Hospitality • Manufacturing • Construction • Health Care • International Transportation • Management • Finance • Home Care Provider/Nanny • Staffing • Executive Placement • Delivery

### Background Screening

- Criminal Records
- Credit Reports
- Workers Comp
- Driving Records
- Verify Academics
- Previous Employers
- Sex Offender
- Annual Re-Screen
- Fleet Monitoring
- ATS Full Integration

### Employment Drug Testing

- 5-Panel Screening
- 9-Panel Screening
- Instant On-Site
- DOT Program
- Random Testing
- MRO Service
- Paperless Format
- Training Program
- Quest Diagnostics™
- LabCorp™ America

### Integrity Assessments

- 16-Panel Scout
- 8-Panel Coach
- Web 24/7 Ordering
- Paperless Format
- Instant Results
- Fully Validated
- Job-Fit Evaluation
- Attitudinal Report
- Coaching Report
- Reduced Turnover

### E-Verify i9 Advantage

- Digital Format
- Consistent Reports
- Verify Documents
- Electronic Storage
- Expiration Warning
- Digital Signature
- Easy Compliance
- Paperless Format
- Error-Detection
- Avoid Costly Fines

Employment Background Checks are a key component for the proper due diligence required for Human Resources professionals in the 21<sup>st</sup> Century. Through our extensive data network with secure sources and years of experience HIRESAFE delivers the accurate information that you need right away. How does HIRESAFE demonstrate its' leadership in the Background Screening industry as your partner?

- HIRESAFE is fully compliant with the *Fair Credit Reporting Act* and all comparable state laws.
- HIRESAFE provides all required compliance documents with live guidance for questions and training.
- HIRESAFE is a full-service provider for hiring solutions with scaled volume discount pricing.
- HIRESAFE is a licensed California Investigative Agency providing increased security and knowledge.
- HIRESAFE has been a trusted provider to the background screening industry since 1997.
- HIRESAFE maintains a Better Business Bureau rating of "A+" based upon our reliability and credibility.
- HIRESAFE maintains Professional Liability Insurance (Errors & Omissions) for the protection of our clients.
- HIRESAFE operates in a commercial office building staffed with experienced and professional researchers.
- HIRESAFE offers competitively priced packages and can create custom searches for any need or budget.
- HIRESAFE delivers all reports on our secure 24/7 website with no off-shoring of critical personal data.
- HIRESAFE staff treats everyone like a million-dollar client because your best interest ultimately is our own.

## HIRESAFE®

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- Employment Background Screening
- Drug Testing
- E-Verify Form i9 Advantage
- Harassment Investigation
- Integrity Assessment Profiles
- Applicant Tracking System
- Licensed CA Private Investigator #25313

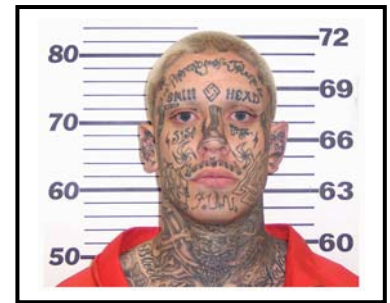
## ACCURATE INVESTIGATIVE CRIMINAL BACKGROUND SCREENING

All background checks share some common components to insure accuracy in reporting. The proper due-diligence for employment suitability begins with an accurately developed identification of the candidate. To accomplish this, HIRE-SAFE utilizes first the **Social Security Trace Report** to validate the accuracy of the Social Security Number. From this report other names associated with the number are revealed, as well as the applicant's address history. According to the FBI, 13% of criminals are arrested using an alias name. All of this is the vital first step in order to determine just whom you are actually considering for employment.

Another key component to an accurate identification of the candidate is a verified date-of-birth taken from the state **Motor Vehicle Records (MVR)**. County criminal court records utilize the subjects' date-of-birth as a secondary identifier, which will isolate common-name records effectively. The secondary role of the MVR is to determine behavior while driving which is an indicator of character and respect for common laws. Often arrest warrants are indicated in driving records prior to being posted by the county court system.

With the identification complete, only then are criminal record searches recommended. There are four different formats for locating criminal records within the judicial system, each with their own strengths and shortcomings:

- County criminal court on-site record searches
- Multi-state criminal database searches
- Federal District criminal court record searches
- Sex Offender National Registry searches



The **County criminal record** on-site courthouse search is the most accurate method to locate a criminal record. It is within the local county courthouse that all criminal records began their life and where they ultimately will reside. These court records are recognized by the *Fair Credit Reporting Act (FCRA)* as the most recent and accurate information available about a particular case. The documented seven-year address history of an applicant becomes the determiner of which county courthouses need to be searched. There are over 3,600 individual county courthouses across the USA.

The **Multi-state criminal profile** is a compilation of over 245 million stored criminal records from participating jurisdictions nationwide. These records are obtained from court files, incarceration records, state repositories and other stored proprietary sources, but they do not represent a complete criminal record search as all jurisdictions in the USA do not submit data. Because of this the database criminal record search is not suitable under the *FCRA* for primary adverse hiring decisions. For complete compliance, HireSafe will automatically verify all name and date-of-birth results with an onsite county courthouse record check before the report is completed, and additional search fees will apply.

The **Federal District criminal record** searches are often overlooked or bypassed, which is a very short-sighted practice. The state and federal criminal justice systems do not routinely communicate or share data. Failing to provide a federal criminal record search can nullify the legal integrity of the background report in a liability lawsuit, leaving you no protection or value and the background report incomplete.

The **Sex Offender National Registry** search is vital resource to identify a violent offender history. To legally utilize these records their county criminal records are requested for compliance in reporting.

Appropriate utilization of these records from licensed professionals is a recognized "best practice" for employment background screening. Only when conducted under the strict guidelines of federal and state laws will an employer have uncontrovertibly demonstrated their legal due diligence obligation in the hiring process.

# HIRESAFE employment background screening Package Component Matrix

	Basic Profile	Basic National Profile	Basic Profile PLUS	Medical Staff Profile	Essential Profile	Essential National Profile	Essential National Profile PLUS	Finance National Profile	Management National Profile
<b>CORE PACKAGE PRICE:</b>	<b>\$24.00</b>	<b>\$39.00</b>	<b>\$59.00</b>	<b>\$49.00</b>	<b>\$49.00</b>	<b>\$69.00</b>	<b>\$99.00</b>	<b>\$149.00</b>	<b>\$219.00</b>
SSN Validation	✓	✓	✓	✓	✓	✓	✓	✓	✓
Address History	✓	✓	✓	✓	✓	✓	✓	✓	✓
Alias Names Listed	✓	✓	✓	✓	✓	✓	✓	✓	✓
County Criminal Search	✓ (one)	✓ (one)	✓ (three)	✓ (one)	✓ (one)	✓ (one)	✓ (three)	✓ (one)	✓ (two)
National Criminal Profile Report	optional	✓	✓ (w/AKA)	✓ (w/AKA)	optional	✓ (w/AKA)	✓ (w/AKA)	✓ (w/AKA)	✓ (w/AKA)
Sex Offender Registry Search	optional	✓	✓	✓	✓	✓	✓	✓	✓
Motor Vehicle Records (MVR)	optional	optional	optional	optional	✓	✓	✓	✓	✓
Federal Criminal Search	optional	optional	optional	optional	✓ (one)	✓ (one)	✓ (three)	✓ (one)	✓ (two)
County Civil Search	optional	optional	optional	optional	optional	optional	optional	✓ (one)	✓ (two)
Federal Civil Search	optional	optional	optional	optional	optional	optional	optional	✓ (one)	✓ (two)
FACIS OIG/GSA Medicare Sanctions	optional	optional	optional	✓ (w/AKA)	optional	optional	optional	optional	optional
TransUnion™ Credit Report	optional	optional	optional	optional	optional	optional	optional	✓	✓
FBI Report	optional	✓	✓	✓	optional	✓	✓	✓	✓
Patriot Act Compliance (OFAC)	optional	✓	✓	✓	optional	✓	✓	✓	✓
SEC Administrative Report	N/A	N/A	N/A	N/A	N/A	N/A	N/A	✓	N/A
Academic Verification	optional	optional	optional	optional	optional	optional	optional	✓ (one)	✓ (one)
Employment Verification	optional	optional	optional	optional	optional	optional	✓ (one)	✓ (one)	✓ (one)
Substance Abuse Testing	optional	optional	optional	optional	optional	optional	optional	optional	optional

NOTES: Proper due-diligence for employment criminal record investigation requires that all names and/or counties of record be searched for indisputable accuracy in reporting. The core package pricing can vary based upon the documented need for additional court searches required for the previous seven-year reporting period, and any access fees charged by third-party administrators (TPA's). These searches will be conducted unless we are specifically instructed otherwise, and additional search fees apply. All Investigative Consumer Reports are performed within strict and complete FCRA compliance.



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## SUBSTANCE ABUSE TESTING PROGRAM

Pervasive in American culture today is the use of illicit drugs in the workplace. This insidious national epidemic robs employers of millions of productive work-hours each year and disrupts employee morale. There can be no upside to illegal drug use by employees.

Poor quality workmanship, increased accidents and absenteeism are only the tip of the iceberg. Even the recreational use of illegal drugs presents a problem, as the effects don't necessarily wear off by Monday morning. Regular drug users are two-and-a-half times more likely to be absent from work, are one-third less productive and are 50 percent more likely to steal from their company. Nearly half of all workers' compensation claims involve substance abuse.

HireSafe maintains a nationwide network of over 10,000 SAMHSA-certified collection sites through Quest Diagnostics and LabCorp with GC/MS confirmation testing facilities staffed with professional technicians. We are available for Hair, Breath, Saliva and Urine Testing (Pre-Employment, Post-Accident, Random and Reasonable Suspicion). We offer Supervisor Awareness Training and provide consolidated invoicing with all background screening services.

### ✓ **Employment Standard: \$52.00**

**5-Panel Urinalysis** (non-DOT & DOT mandated versions)  
Amphetamine, Marijuana, PCP, Cocaine & Opiates

### ✓ **Employment Expanded: \$62.00**

**9-Panel Urinalysis** (non-DOT)  
Benzodiazepines, Marijuana, Amphetamine, PCP, Opiates,  
Barbiturates, Methadone, Cocaine & Propoxyphene

### ✓ **Hair Analysis** (non-DOT): **\$78.00**

Amphetamine, Marijuana, PCP, Cocaine & Opiates (non-DOT)

### ✓ **Instant On-Site Oral/Saliva Test: \$22.60**

**6-Panel Saliva swab** (non-DOT)  
Amphetamine, Marijuana, PCP, Cocaine, Opiates, & Methamphetamine  
All *presumed positive* results need to be confirmed by a certified lab.

### ✓ **Instant On-Site Alcohol Test: \$15.50**

**Saliva swab** (non-DOT)

### ✓ **Random DOT Drug Testing Program**

**5-Panel Urinalysis: \$65.00**  
**Alcohol Blood Alcohol test: \$75.00**  
**Annual company consortium enrollment fee: \$100.00**

### ✓ **Supervisor Awareness Training: \$45.00**

DOT compliant web-based format with certificate

### ✓ **Substance Abuse Policy & Procedures Handbook: \$150.00**





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## OVERT INTEGRITY ASSESSMENT PROFILES

In every industry, human resource and recruitment departments face a common problem: filling open positions with qualified, ethical people. However, a strong work ethic is not enough to ensure a productive and prosperous work force. Employers' today worry about other character traits with prospective employees. Is the applicant a substance abuser? Have they displayed violence at work in the past?

**Our 16-Panel Integrity Testing screens your job applicants in the following categories:**

- Assertiveness
- Theft/Honesty
- Influencing Others
- Drug/Substance Abuse
- Steadiness/Dependability
- Violence/Emotion
- Attention to Detail (Gestalt)
- Diversity
- Work Pace (Kinesthetic)
- Risk/Safety
- Attitude towards Customer Service
- Tenure
- Energy
- Views on Authority
- Working with Supervisor Attitude
- Values/Dependability

Pre-employment integrity tests enable businesses to determine if a potential employee has propensities toward counterproductive behavior in job performance due to **violence, dishonesty, theft, drug use, attitude towards authority and overall dependability.**

Integrity Testing can save your business a great deal of time and money. Screening out undesirable applicants during the pre-employment process is much simpler than having to deal with these individuals after they are already hired.



The condition of the industry today is such that old methods of hiring must improve. For many years, people have depended upon their own personal interviewing skills to determine whether or not they should hire an applicant. These interview techniques have not worked efficiently, or effectively. The 21<sup>st</sup> century provides more answers through the use of advanced technology.

Our goal is to provide effective background screening solutions, including specialized tests to help employers screen out undesirable applicants. Such applicants may allow drug abuse to affect their work while others may exhibit uncooperative and unruly attitudes toward fellow employees, customers, or supervisors, costing an employer both time and money.

With the speed of the Internet, this information is provided early in the pre-employment process, giving an employer the most efficient and cost effective method of applicant screening available today that predicts an applicant's potential counterproductive behavior in job performance.

Clients save money by avoiding time-consuming interviews that may be spent on unsuitable applicants, while at the same time protecting their company from claims of inadequate or negligent hiring.



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## E-VERIFY LEGAL RIGHT TO WORK ELIGIBILITY

The Immigration Reform and Control Act of 1986 (IRCA) legally mandates that U.S. employers must verify the employment eligibility status of newly hired employees and makes it unlawful for employers to knowingly hire or continue to employ unauthorized workers. Noncompliance, whether intentional or caused simply by oversight, has severe legal and financial consequences imposed by the Department of Homeland Security (DHS), as well as the potential of a corporate image tarnished by negative publicity.

We are pleased to announce the availability of a menu of secure, Web-based services that enable you to conduct advanced Form i9 employment verifications through the Social Security Administration and DHS. Using information on newly hired employees' i9 Forms, you will be able to verify the accuracy of Social Security numbers, Immigration "A" numbers and I-94 numbers and in real-time obtain employees' legal right to work status through a unique DHS issued verification number.



### In addition to Legal Right to Work Verifications, we also offer the following Form Advantage i9 services:

- An error-detecting electronic Form i9 that virtually eliminates processing errors and simplifies the document completion process.
- Electronic signature utilizing E-SIGN Act compliant click-to-sign solution.
- Secure, paperless Form i9 storage, providing anytime, anywhere online access for updating, re-verification and governmental inspection.
- Automated Management Alerts 90, 60 and 30 days in advance of employees' expiring work authorization documents, which enable your employees to renew their work authorizations and legally continue to work without interruption.
- The ability, through our "Add eDocuments" feature, to electronically attach related i9 documents to employees' electronically stored i9 Forms.

### Our Form Advantage i9 services will:

- Create a comprehensive and completely paperless i9 process.
- Provide peace of mind that your new employees' Social Security numbers match and Immigration "A" numbers and I-94 numbers are valid.
- Simplify and improve the efficiency of your Form i9 process.
- Substantially decrease human errors in completing the paper i9 Forms.
- Cost effectively reduces your exposure to government audits, financial penalties and negative publicity resulting from non-compliance.
- Improve the accuracy of your payroll and tax reporting and virtually eliminate SSA inquiries concerning unmatched Social Security accounts by identifying current employees with mismatched Social Security numbers.

Digital Form i9 Advantage Pricing Schedule		
Annual Hiring Rate	Per Form Fee	Set-Up Fee
1-200	\$ 9.00	\$ 50.00
201-300	\$ 8.10	- waived -
301-400	\$ 7.29	- waived -
401-500	\$ 6.56	- waived -
501+	\$ 5.90	- waived -

## How to evaluate and select your Background Screening vendor

Many employers are surprised to discover that the Employment Background Screening Industry is NOT nationally regulated. Consequently, the careful selection of a background screening provider is mission critical to ensure the highest levels of expertise with sensitive-data security for an effective hiring program.

The following twenty-five questions will enable you to effectively compare and evaluate the many companies that have begun to offer employment background screening.

<b>Evaluating Background Screening Companies</b>	<b>HIRESAFE</b>	
When was your Background Screening business established?	1997	
Are you a licensed investigative agency approved to operate by your state?	YES	
Do you maintain Errors & Omissions / Professional Liability Insurance?	YES	
Can you supply client references?	YES	
Do you have a municipality and/or city license?	YES	
Do you occupy an office in a commercial building?	YES	
Do you normally charge setup or signup fees, or have minimum purchase requirements?	NO	
Do you require a performance contract for services?	NO	
Are you an Accredited Member of the Better Business Bureau?	YES	
Are you a member of National Association of Professional Background Screeners?	YES	
Are you a member of any professional investigative associations?	YES	
Do you provide FCRA and/or state required documents and forms?	YES	
Can we call your office and speak to someone about questions or to discuss results?	YES	
Can we place orders online at anytime, and can we view pending orders and final results there?	YES	
Can we build our own reporting format based upon our specific needs?	YES	
Will we be advised as to the best search components for us?	YES	
Are you a full-service hiring solutions provider beyond just background checks?	YES	
Is your firm "Safe Harbor Certified" to perform screenings of applicants from the EU (European Union)?	YES	
Do you search for both felonies and misdemeanors when available?	YES	
When a criminal hit is reported, does a knowledgeable person in your firm review the findings to determine if there are any legal issues in reporting the findings (as opposed to having the information entered by a court researcher)?	YES	
If a client orders a "multi-jurisdictional" database, do you re-verify any criminal "hit" at the courthouse level for maximum accuracy, instead of simply relying on notifying the applicant of a potential hit?	YES	
What is your average turn-around time?	48 hours	
If there is a delay for reasons that are out of your control, are your clients notified online with notes and the anticipated ETA of information?	YES	
Do you have data protection, privacy security and data breach policies?	YES	
Is all work performed in the USA to protect privacy and control quality (i.e., nothing sent offshore to India or other places)?	YES	