

Advanced Reporting

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Professional Background Screening Services

How To Screen Smart

When creating your package of screening products, begin by evaluating the risk your company assumes by allowing someone to perform their essential job functions.

Some questions to consider:

- Will your applicant be handling money?
- Will they have access to financial records?
- Will they have access to sensitive client information?
- Will they be interacting with clients?
- Will they be interacting with children or vulnerable individuals?
- Will they be interacting with co-workers?
- Will they be driving for your business?
- Will they be working with or around dangerous equipment?

You want to expect the best from your employees, but you have to plan for the worst.

Always understand:

- In a worst-case scenario what kind of damage can an employee cause your company?
- What kind of liability do you assume as the employer?
- What is your risk-tolerance?

A good background screening program will mitigate your risk without causing an unnecessary monetary or time commitment. Advanced Reporting is here to help you screen smart. Call us today for a free consultation.

Screening Package Selection Worksheet

Create your customized screening packages by selecting at least one of the products described below. The bold products are the basic level of screening recommended by Advanced Reporting. Make copies of this sheet to create multiple packages.

Company Name: _____

Package Description: _____

Products:

SSN & Address Verification

This is an investigative product to give us information about your applicants' past addresses, movement patterns and alternate names. Without this information our criminal searches are less effective because your applicant may not disclose every alias and address on their application.

- **Benefits:** Allows you to identify incomplete information and omissions on your applicant's resume.
- **Considerations:** This search is an investigative product only and should not be used in your decision-making process.

National (Multi-Jurisdictional) Sex Offender Registry Search

This database contains currently registered sex and violent offenders with felony convictions compiled from all 50 states and the District of Columbia. Information is provided from statewide and/or county data sources.

- **Benefits:** This search returns negative results instantly.
- **Considerations:** Not every jurisdiction in the country reports every registered sex offender.

Live State or County Criminal Search

Our investigators will go directly to the court in all jurisdictions where your applicant has lived, worked or attended school in the last ten /seven /other ____ years (choose one) and retrieve all available felony and misdemeanor convictions found under the name(s) submitted. The records will be confirmed based on additional identifiers like address, driver's license and date of birth.

- **Benefits:** This is the only search that returns real-time, up-to-date records.
- **Considerations:** Searches are performed by an investigator so results will take anywhere from 2 hours to a week depending on the court.

Instant Statewide Criminal Search

This locator product is a search of the available statewide databases. What agencies report and how often they update the database varies by state. Call for more information. A negative search will return results to you immediately. The Fair Credit Reporting Act requires that all hits are confirmed in real-time by our investigators before being returned to you. Non-negative results may trigger a Live State or County Criminal Search. This search includes a National Sex Offender Search and can be used in conjunction with the Live State or County Criminal Search when you want to search a State's Department of Corrections as well as the Administration of Courts.

- **Benefits:** Negative results are returned instantly.
- **Considerations:** Database records can be 30 days to six months old. Positive results must be confirmed live and additional search fees may be assessed.

Instant National (Multi-Jurisdictional) Criminal Records Search

This locator product is a search of all available statewide databases (described above). Use this search for applicants who have moved throughout the United States or have engaged in work that required extensive travel.

- **Benefits:** This is the broadest search possible.
- **Considerations:** The type and scope of available records vary by state.

Federal Criminal Records Search

Federal District Courts are separate from the county and state courts and handle federal offenses like bank robbery, extortion and drug trafficking across state lines. Our investigators conduct a live search of the federal court system.

- **Benefits:** This search is the only way to access federal records.
- **Considerations:** Federal records often lack identifiers like DOB and driver's license so a possible record may take time to confirm.

Global Terrorist Watch Search

This is a name search of U.S. and foreign sanctions and watch lists, including OFAC Specially Designated Nationals (SDN) & Blocked Persons, FBI Most Wanted Terrorists & Seeking Information, FBI Top Ten Most Wanted, INTERPOL Most Wanted List and more.

- **Benefits:** This is a broad search of the most wanted individuals around the world.
- **Considerations:** The search is name-based so common names could result in a false positive.

Employment Credit Report

Use this FCRA compliant, employment credit report when you want to consider the financial behavior of your applicant. This report is most useful for positions that deal directly with financial transactions and information

- Benefits: A quick overview of your applicant's fiscal responsibility.
- Considerations: Does the position warrant pulling your applicant's credit?

Employment Verification

Our investigators personally interview your applicants' current and/or past employers to verify dates of employment, position, salary and eligibility for rehire (when available). You can also choose up to five customizable interview questions for our staff to ask.

- Benefits: Past behavior is an excellent indicator of what you can expect.
- Considerations: Some employers won't release information or subscribe to verification services that assess an access fee.

Education Verification

Our investigators will verify the educational information your applicant stated on their application. We confirm dates of attendance, degrees and/or certificates attained and other educational information (when available).

- Benefits: Education is often the most exaggerated portion of a resume. If you're using education in your employment decision, know what you're getting.
- Considerations: Some schools require written authorization.

Reference Interviews

Our investigators personally interview your applicant's references using up to five customizable questions of your choosing.

- Benefits: Standardize your reference review process.
- Considerations: Be aware of the relationship your applicant has to their references. Personal friends may not provide the most useful employment related information.

DMV Reports

This is a report of activity related to the driver's license(s) given. We can obtain reports from any state in the US. You also have access to the Commercial Driver's License Information System (CDLIS). CDLIS allows you to comply with FMCSA requirements when hiring commercial drivers.

- Benefits: Drivers licenses are the best source for verifying legal name and DOB information.
- Considerations: If your applicant has moved and been issued a new license you will need to pull both licenses.

Drug Screening

Advanced Reporting will coordinate your drug screening program by finding a test center in your area that provides the type of screening you require. Collection sites can be set up anywhere in the United States.

- Benefits: Know your applicant's fitness for work.
- Considerations: CAUTION – Do you have a written drug policy in place?

Form I-9 Compliance

Through our secure, online system you are able to access the Federal Government's Basic Pilot Program to conduct post-employment "right-to-work" verifications.

- Benefits: Automate your Form I-9 verifications.
- Considerations: Post-hire verifications must be done within three days of hire and you must verify every new hire through the Basic Pilot Program as long as you are enrolled.

I certify that I have reviewed my organization's written background screening and/or drug testing policies. I have read and understand the scope, use and limitations of the information provided by the products and services I selected above. I agree to hold Advanced Reporting harmless from my use of any or all of the information provided and agree that Advanced Report has no obligation to provide me with any additional information beyond the information I request. I further certify that I have a permissible purpose, including any required authorizations, to obtain the requested information and will use the information only for that purpose.

Signature: _____ **Date:** _____