

Employment Screening Standard Packages

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Level One – Frontline Staff Averages \$47-\$95

SSN Trace – Used to identify residential history and other names used
County Criminal – A search in all provided and developed counties of residence for previous 7 years using all names provided and developed
Federal Criminal – A search in all provided and developed federal districts of residence for previous 7 years using all names provided and developed.
National Criminal Record Locator – Used to identify jurisdictions in which an applicant may have a criminal record or is a registered sex offender. Because employment decisions should not be made based on this database information, a search will automatically be conducted in the originating jurisdiction if one or more possible records are found.
Credit, actual report

Level Two – Frontline Staff with Employment Averages \$60-\$130

SSN Trace – Used to identify residential history and other names used
Employment Verification – Verification of previous 5 years of employment; maximum three employers
County Criminal – A search in all provided and developed counties of residence and employment for previous 7 years using all names provided and developed
Federal Criminal – A search in all provided and developed federal districts of residence and employment for previous 7 years using all names provided and developed.
National Criminal Record Locator – Used to identify jurisdictions in which an applicant may have a criminal record or is a registered sex offender. Because employment decisions should not be made based on this database information, a search will automatically be conducted in the originating jurisdiction if one or more possible records are found.
Credit, actual report

Level Three – Middle Management, Supervisor Averages \$73-\$145

SSN Trace – Used to identify residential history and other names used
Academic Verification – Verification of highest degree earned
Employment Verification – Verification of previous 5 years of employment; maximum three employers

County Criminal – A search in all provided and developed counties of residence, employment, and school attendance for previous 7 years using all names provided and developed

Federal Criminal – A search in all provided and developed federal districts of residence, employment, and school attendance for previous 7 years using all names provided and developed.

National Criminal Record Locator – Used to identify jurisdictions in which an applicant may have a criminal record or is a registered sex offender. Because employment decisions should not be made based on this database information, a search will automatically be conducted in the originating jurisdiction if one or more possible records are found.

Credit, actual report

Executive Level

Averages \$95 - \$180

SSN Trace - To identify residential history and other names used

Academic Verification – Verification of highest degree earned

Employment Verification – Verification of previous 7 years of employment; maximum four employers

County Criminal – A search in all provided and developed counties of residence, employment, and school attendance for previous 7 years using all names provided and developed

Federal Criminal – A search in all provided and developed federal districts of residence, employment, and school attendance for previous 7 years using all names provided and developed.

National Criminal Record Locator – Used to identify jurisdictions in which an applicant may have a criminal record or is a registered sex offender. Because employment decisions should not be made based on this database information, a search will automatically be conducted in the originating jurisdiction if one or more possible records are found.

Credit, actual report

Driving Record – Using state of issuance, verification of current driver's license.

Global Watch Alert – A single search of the most common watch lists such as Denied Persons, Global Terrorists and OFAC's Specially Designated Nationals.

About Names

AKA Processing

AKA is an abbreviation for "also known as," meaning other names used by an individual. When background checks are conducted, there are three options for "names." These are:

1. Current Name Only. Only the current name as provided by the applicant will be used when conducting background checks.
2. All Names Provided. The current name, as well as any other names provided by the applicant will be used when conducting background checks. Examples include maiden names and nicknames.
3. All Names Provided and Developed. The current name, any other names provided by the applicant, and any names developed through a SSN Trace will be used when conducting background checks.

The most effective background checks will use all names provided and developed.

Recommended Additional Searches

(To be added to a recommended package based on client need)

Driving Record

This check may include validation of license, status, class, and expiration date. Accident and violations on record are also provided. This check is done through state of license issuance and usually includes three to five years of history depending on state. With the exception of Commercial Driver's License verification, the State of Washington will provide only license status. The following states require the client sign an additional compliance statement to retrieve driving records: CO, DE, GA, MD, MI, NH, OH, and WA. Driving records for select states are available on SafeScreen Plus as an Instant Check. Please note instant checks are not recommended for those clients who require an assignment of pass/fail/review, as these checks are automated.

Global Watch Alert

A check of numerous *government watch lists* that include individuals, organizations, and companies that have been placed on *watch status* by the United States Government, European Union, United Nations Security Council, World Bank or foreign governments. These individuals and entities may be a threat to global and national security and in most cases cannot be legally employed. Global Watch Alert combines the most commonly checked watch lists, such as *Denied Persons*, *Global Terrorists*, and *OFAC's Specially Designated Nationals (SDN's)* in a single, quick search. Global Watch Alert is updated daily as government watch lists change. Reported results include all identifiers provided in the database.

Drug Test

A urinalysis-based HHS 5-panel test is conducted. Services include specimen collection, analysis at a SAMHSA certified laboratory, medical review officer service, materials, and specimen shipping. This 5-panel test includes testing for marijuana, cocaine, amphetamine/methamphetamine, opiates, and phencyclidine (PCP) with an adulterant screen. Non-negative screens undergo industry standard GC/MS confirmation testing. Additional drugs may also be tested based on the business rules established. All testing is performed using the Department of Transportation's (DOT) drug cut-off levels and confirmation processes. A full range of Third Party Administrator (TPA) Services are provided. Custody Control Forms can be provided from the laboratory with a 2-3 week lead time or from Verifications directly with a 1-2 business day lead time plus shipping. (See "CCF Plus Service" following for more information.) Alternative testing protocols such as hair and oral fluid are available.

Other Services

Adverse Action Notification. At the direction of our client we send a *Preliminary Adverse Action Notice* and *Final Adverse Action Notice* to those applicants who do not meet the client's hiring, retention, or promotional criteria. In addition and as required under the federal *Fair Credit Reporting Act*, between the preliminary and final notice, we conduct all re-investigation required in the case of an applicant dispute.

Applicant Calls. Your applicant will be contacted directly if he/she has omitted information from the employment application, resume, and/or authorization. Two contacts will be made if needed.

Applicant Copy. Certain states (currently California, Minnesota, and Oklahoma) require applicants have the opportunity to order a copy of their background investigation at the time they authorize procurement. This requirement is separate from FCRA adverse actions requirements and must be provided by the consumer-reporting agency.

Re-Processing Charge. When a background check must be conducted a second time because the applicant did not supply all required information, a reprocessing charge is added. For example: The applicant receives a degree under a different name, but does not provide that information until the verification is completed.

**** Some employers and academic institutions charge a fee to access their records. Some counties, states, and federal districts charge a statutory fee to access their records and/or investigators charge a fee to search records. These fees generally range from \$2.50 to \$16.00, although some jurisdictions in New York have a \$52.00 statutory fee. Fees will be itemized by applicant, identified by information source, and listed separately on your invoice.***