

Searches and Product Library

Adverse Action Process

If an employer takes any adverse action on an employee or candidate for employment based in whole or in part on the information supplied in a consumer report, the employer has obligations that they must meet. This process is no longer handled by Inquirehire, employers must initiate the adverse action process themselves.

Applicant Tracking System (ATS)

An applicant tracking system is utilized by employers to automate and streamline the hiring process from recruitment to onboarding. Inquirehire offers a web based solution that is integrated with background checks, assessments, I-9/Everify, drug testing and other components used in the selection process.

Assessments

Assessment Tests help identify job applicants who have the competencies and dispositions that are required of the position being filled. Pre-employment assessment tests generally focus on three areas: skills, job related personality characteristics and aptitudes and Integrity.

Batch Ordering

Batch orders can be requested when employers need 10 or more candidates processed. A researcher will provide the employer with an excel spreadsheet template. All highlighted information on the template will need to be completed for each candidate, once completed and sent back to Inquirehire, the spreadsheet will be uploaded to TAZ and all candidates will be processed.

Civil Monetary Penalty Check

This is a search of several United States Government databases looking for individuals and entities that may be sanctioned by the government for financial indiscretions. This search is typically limited to financial institution that may be required to check these databases. However, it is good supplement for candidates vying for financial positions.

Civil Record Check

This is a search of a person's single county civil records. This typically results in finding lawsuits, liens, judgments, small claims actions and other non-criminal court actions. Normally this search is conducted in all counties of residence and work for the past 7 years.

Consent Based Social Security Number Verification (CBSV)

CBSV is a fee consent-based social security number (SSN) verification service available to enrolled private companies and Federal, State and Local government agencies. It provides **instant, automated verification and it easily handles large volume requests**. Using CBSV, participating companies can verify the SSNs of their customers and clients. CBSV verifies whether a name and social security number combination match the data in SSA records. The submitted information is matched against SSA Master File of Social Security Numbers (SSNs). The matching elements include:

1. Social Security Number
2. Name
3. Date of Birth
4. Gender Code (if available)
5. If applicable, we will report a Death Indicator that SSA records reflects the SSN holder is deceased

County Criminal Record Check

This is a search of a particular county's criminal records. That county should house arrests, warrants and conviction information on an individual that occurred within that particular county. Normally this search is conducted in all counties of residence and work for the past 7 to 10 years.

Credit Report

A "Persona" credit report that offers a detailed look at an individual's credit history including past and present accounts, balances, payment history and amounts, and other information that may provide insight in regard to an individual's financial responsibilities. This search is normally limited to positions dealing in financial transactions or money handling as it is not a good predictor of future job performance.

Drivers License Record Search

Motor Vehicle Reports provides driving records, available from most of the states, in a simple, easy-to-read, uniform format. Most MVR reports are instantly processed.

Drug Testing

Inquirehire partners with Escreen to provide a network of collection sites in which candidates can obtain a pre-employment, for cause and random drug testing. This is a web-based system in which employers can schedule, manage and review the collection and testing process.

Drug Training

Inquirehire resells an online drug training product. This training is a cost-effective substance abuse training tool for supervisors and employees. The web-based courses are designed to be a thorough, easy to use, and convenient method for companies to administer appropriate workplace drug and alcohol training. The service helps employers meet compliance training requirements for supervisors in a way that is both efficient and cost-effective. Employers concerned about overall safety and a drug-free workplace should consider the low-cost employee training solution for all employees.

Education Verification

Verification with an educational institution to confirm that the candidate did attend a specific institution and whether they received the degree or certificate that is claimed. Typically results in confirmation of attendance, dates of attendance, verification of degree or diploma are received and major course of study. Unless otherwise directed, the following is standard information requested:

Dates of Attendance

Major

GPA

Honors

Attending Name

Elite Report

A combination of three powerful searches including the Social Security Search, National database Criminal Database and the Global Report. This allows for cost savings as you select one request as oppose to ordering three individual reports.

Employment Verification

Personal contact with a previous employer in order to confirm employment. Typically results in confirmation that the candidate was employed, the dates employed, position held and reason for

leaving. At times more extensive information is available. Personal contact with a current employer can be made, but we must have written permission by the candidate to do so. Unless otherwise directed, the following is standard information requested:

Position
Hire date
End Date
Wage/Salary
Type/Status
Reason for leaving

Excluded Parties List System (EPLS)

EPLS provides a single comprehensive list of individuals and firms excluded by Federal government agencies from receiving federal contracts or federally approved subcontracts and from certain types of federal financial and nonfinancial assistance and benefits. The EPLS is used to keep agencies abreast of administrative, as well as, statutory exclusions taken throughout the Federal Government. Actions may be taken under the Federal Acquisition Regulation (FAR) or supplements thereto, under specific agency regulations or under the Government-wide Non-procurement Suspension and Debarment Common Rule [68 FR 66533] or other specific statutory authority.

Federal Criminal Record Check

This is search of the Federal court system to determine if a subject has been prosecuted for a federal offense. Typically if an agency, such as the FBI or Secret Service, arrests and prosecutes an individual, it will be found in the federal court house in the jurisdiction where the offense takes place. Each state is divided up into federal jurisdictions. Some states have two federal jurisdictions and some states have more. A federal computerized system can be used to locate a particular offense by name, but ultimately research needs to be manually accomplished in the specific federal courthouse.

Global Report

The Global Report™ Patriot Act Name Search includes the following U.S. and foreign sanctions and watch lists. Lists notated with an asterisk (*) indicate a geographic-based sanctions list. NBD will add additional sanctions and watch lists as U.S. or foreign governments and international organizations release them. These lists currently include:

OFAC Specially Designated Nationals (SDN) & Blocked Persons

OFAC Sanctioned Countries, including Major Cities & Ports*

Non-Cooperative Countries and Territories*

Department of State Trade Control (DTC) Debarred Parties

U.S. Bureau of Industry & Security (formerly BXA) –

Unverified Entities List
Denied Entities List
Denied Persons List

FBI Most Wanted Terrorists & Seeking Information

FBI Top Ten Most Wanted

INTERPOL Most Wanted List	Bank of England Sanctions List
OSFI - Canadian Sanctions List	United Nations Consolidated Sanctions List
Politically Exposed Persons List	European Union Terrorism List
World Bank Ineligible Firms	DEA Diversion Control Program

I9/EVerify

This is an electronic form I9 management system integrated with E-Verify. Newly hired employees complete and electronically sign their I9 forms on line and HR reps review eligibility and identity documents, sign electronically and submit to E-Verify to determine eligibility to work in the US. E-Verify is optional for most employers, although it is required in certain states such as AZ, TN, GA and LA.

Income Tax Return Verification (ITRV)

ITRV is a product with multiple uses such as employment, mortgage, loans, financial industry and more. It requires the consent of the applicant on a special form and is a great way to establish income.

ITRV reduces fraud by matching the applicant's data direct to IRS records

- ITRV verifies personal and business income tax returns with results returned in two business days or less
- ITRV is used for many purposes (e.g., employment, mortgage, financial industry, and more)
- Form 1040 series, 1065, and 1120 available for current year and returns processed prior 3 years
- Form W-2, 1099, 1098, or 5498 transcript may be available for up to 10 years (up to 4 years per request)

MedCHECK PRO

Provides sanction information on healthcare individuals from the following federal sources: Office of Inspector General (OIG), General Services Administration (GSA), Federal Drug Administration (FDA) Debarments, Drug Enforcement Administration (DEA), and Tri-Care (Formerly Champus).

Nationwide Criminal Database Check

A nationwide, instant criminal records database search. This database consists of over 600 million records from all 50 states including information from the following sources: Sex offender registries, violent offender registries, County criminal records, Department of Corrections, AppALERT, the FBI Terrorist List and Federal/State/Local Wanted Fugitive Lists. This search may be used as a stand-alone service or in conjunction with county criminal searches. When used in conjunction with county criminal searches, it. can help lower the cost of such searches by better identifying which counties should be searched.

Onboarding

Partnership with 321 Forms provides an onboarding system for employers. Employers provide a link to a newly hired candidate who clicks on a link & inputs new hire information to populate & digitally sign employment forms.

Professional License Verification

It is a recommended practice to verify a professional license to confirm a candidate has a valid license and whether there are any sanctions or disciplinary issues associated with the license. This is especially important if the license is a minimum qualification for particular positions such as a Certified Public

Accountant, a law license or a Securities license. Confirmation of these licenses can be accomplished in all states.

Safety 1st

Specifically designed for volunteer and non-profit organizations, this screening service provides a report that includes the following: criminal data information on the full name and/or alternate names used by the volunteer, dates at listed addresses, validity of the SSN provided, age/date of birth, and available phone information.

Skill Survey

Skill Survey is an approach for acquiring professional references. The service utilizes a web-based application that enables employers to secure confidential professional references in substantially less time, with much less effort, and with significantly more information than traditional phone references. An employer can expect to receive 4 to 8 high quality references on each applicant using Skill Survey without making any phone calls. The process is easier and quicker for all involved. An employer can initiate the process in 2 to 5 minutes, and both the applicant and reference providers can complete their tasks in about 10 minutes. In 1 or 2 days the employer will have several references which constitute a 360 degree manager and peer evaluation of the applicant they are considering.

Social Security Search

Provides up-to-date information on an applicant's past addresses and movement patterns based on name and social security number (SSN). In addition to verifying and returning information on a SSN, this search provides a report with the following: full name and/or alternate names used by an applicant, dates at listed addresses, age/date of birth, and available phone information. The social Security Search identifies the proper jurisdictions to check for criminal records and is the recommended starting point for all background investigations.

State Criminal Record Check

A state record check consists of making an inquiry with the state police repository in the state of residence. This will identify most misdemeanors and all felonies in all counties within the state. This is an excellent way to cover all counties in one state for one fee.

While comprehensive in a given state, there are several draw backs with a state search. Some states do not have open records, some require fingerprinting and most lack certain minor offenses that could disqualify applicants. More importantly, the typical turnaround time is several weeks and not conducive for meeting the hiring timetable for most employers.

State Dependent Adult/Child Abuse Registries

Most states have both an adult abuse registry and a child abuse registry that maintains current information on individuals that have founded complaints of abuse or neglect. A search of these registries can be accomplished in most states although some do not allow their party providers to access the information. Logistics, cost and availability varies from state to state.

Vitay

Vitay is a new approach for acquiring professional references. The service utilizes a web-based application that enables employers to secure confidential professional references in substantially less time, with much less effort, and with significantly more information than traditional phone references. An employer can expect to receive 4 to 8 high quality references on each applicant using Vitay without making any phone calls. The process is easier and quicker for all involved. An employer can initiate the

process in 2 to 5 minutes, and both the applicant and reference providers can complete their tasks in about 10 minutes. In 1 or 2 days the employer will have several references which constitute a 360 degree manager and peer evaluation of the applicant they are considering.

Worker's Comp Claims (post offer)

This a search to determine if an individual has filed any previous workers compensation claims with previous employers. This search is valuable to those who want to make certain that an individual can perform the basic physical job functions of the position. There are very tight restrictions on the legal use of this information and the search must be done pursuant to an offer of employment.

Revised: February 2020