# screening ONE

## Your job just got easier.

# THE SCREENING ONE DIFFERENCE

## CUSTOMER FOCUS

At screeningONE we provide a world class customer experience. Each account has a dedicated team to assist in the successful implementation of your account, and to provide continued support throughout the lifetime of our service to you. You can rest assured that your dedicated account team will be knowledgeable and will understand the unique needs of your organization. And, by having one partner for applicant tracking, pre-employment screening and drug testing, you only have one place to go when you need help or are looking for answers.

## INTEGRITY

screeningONE operates with the highest character and integrity in all aspects of our business. Our commitment to compliance and quality assurance further demonstrates this dedication. screeningONE has standard operating procedures in place to ensure repeatable results each and every time. Our quality management program is robust and designed to provide you with complete and accurate information that can be utilized with confidence in making hiring decisions.

## TECHNOLOGY

screeningONE has developed technological solutions designed to streamline your processes. All of screeningONE's solutions were designed to simplify our customers' operations and make their jobs easier. During the implementation of your account, screeningONE works with your team to tailor each of our solutions to your organization's processes. By taking this personal approach, our customers have experienced increased user adoption and a measurable return on investment. Secure, scalable and flexible, our solutions enable you to obtain the information you need, delivered and presented in the manner you desire.

## CLIENT-CENTRIC APPROACH

Your dedicated account team is divided between our Florida and California operations centers. By offering dedicated account teams in bi-coastal offices, screeningONE provides the best possible coverage to ensure that you will receive assistance from a live person who is familiar with your account whenever you call. screeningONE's Service Level Agreement serves as a measurement tool of our performance in the execution of our service to our clients. And we encourage you to contact your team directly with questions or issues. We track all customer issues and our client database keeps your dedicated account team alerted of any potential issues so they can be resolved expeditiously.

# CUSTOMIZED SOLUTIONS

screeningONE is a leading provider of innovative solutions for Human Resources Professionals. screeningONE began as a pre-employment screening provider and, over the years, it has broadened its offerings to include drug testing, tenant screening services and now applicantONE, an on-demand Applicant Tracking Solution. With screeningONE you have a partner who is committed to providing customized solutions to best fulfill your company's needs and make your job easier.

# APPLICANT TRACKING SYSTEM

applicant**ONE**
Your job just got easier.

For Human Resources Professionals who need to simplify and streamline the recruiting and hiring process, applicantONE is an easy, affordable and customizable on-demand application that boosts productivity by coordinating hiring efforts across an organization. Unlike other ATS solutions, applicantONE is completely tailored to each client's business model, corporate branding and culture. applicantONE adheres to our clients' processes and best practices, not the other way around.

While developing a totally configurable application, we've also made sure that the program is powerful enough to provide real time reporting so you can measure the effectiveness of the hiring process and the organizational return on investment. With applicantONE, your job becomes easier as hiring efforts are coordinated and streamlined across your organization. The system forces your hiring managers and recruiters to follow the same steps so you have a repeatable and consistent recruitment process.

By delivering a custom applicant tracking system we have created a best in class solution that will curb the training time of your staff, boost productivity and increase the effectiveness of your recruiting process, thus providing a measurable return on investment.

# BACKGROUND SCREENING

screeningONE offers a complete suite of screening solutions and we have one of the largest and most comprehensive networks of records sources in the industry. We utilize both public and private databases and records to provide clients with background information on applicants. Searches are conducted online and in person, depending on the source. And, we have dedicated private connections from our secure screeningONE system to our online sources.

Our state-of-the-art software system electronically routes and tracks search requests and automatically matches your requests with the records source best positioned to quickly conduct the searches. screeningONE is continually focused on methods and sources to obtain the most accurate data in the most efficient manner. We carefully monitor our data sources and compare against our quality control program for accuracy, thoroughness, turnaround times and cost.

### CRIMINAL SEARCHES

Criminal Record History is checked through a search of court records. Depending on your needs, this can include the county, state, national and international levels. Copies of court documents can also be obtained.

### VERIFICATIONS & INTERVIEWS

screeningONE provides relevant and objective information regarding potential applicants. All of our investigative procedures are designed to obtain pertinent information from logical and appropriate sources.

### DRUG TESTING

The safety and security of employees, customers and assets rank highly as a reason for conducting pre-employment substance abuse testing. screeningONE provides comprehensive implementation and management of a drug screening program for applicants and incumbent employees from its service centers. Your dedicated account team identifies and coordinates specimen collection services, laboratory analysis, physician review and reporting of test results.

### BUSINESS SERVICES

screeningONE offers reports to help clients as certain corporate stability of potential business partners, vendors and providers.

screening**ONE**

# INNOVATIVE SYSTEMS

No special hardware or software is necessary to access screeningone systems. Our system is accessible from any computer with Internet access – and it is compatible with Internet Explorer and a variety of other web browsers, including Chrome, Safari and FireFox. In addition, all of our solutions are fully integrated. This means you have one simple interface to access all of your screeningONE solutions.

- INFORMATION AVAILABLE IN REAL-TIME
- MANAGEMENT REPORTING
- FLAGGING MECHANISMS
- CUSTOMIZED USER RESTRICTIONS

Our technological solutions were designed to simplify our customers' operations and truly make their jobs easier.

# PRIVACY POLICY

screeningONE respects the privacy interests of all clients, employees and applicants. We are committed to protecting personal information and we follow industry best practices to safeguard that information by securing our methods of data transmission and storage. Personal information is processed only with the consumer's knowledge and authorization and only information that is specifically needed for a particular search is collected and processed. Personal information is protected from unauthorized or accidental disclosure and is only seen by those persons who need it to perform their job to provide the products and services authorized by you. In addition, personal information is retained only as long as required by law.

All of screeningONE employees are comprehensively screened and trained to ensure that information is handled responsibly and in accordance with our Privacy Policy. We maintain strict physical, electronic and procedural safeguards that comply with state and federal regulations to guard a consumer's nonpublic and public personal information.

# COMPLIANCE AND IMPLEMENTATION

As a leading provider of data utilized by companies to evaluate prospective applicants, screeningONE goes to great lengths to comply with policies and procedures established by our clients as well as state andfederal laws.

Clients partnering with screeningONE are required to sign an agreement verifying permissible purpose and compliance with the law. In addition, as required by our agreement with the credit bureaus, screeningONE must arrange an on-site inspection of the premises for each client who will be ordering credit reports. As such, the client must allow a bureau-approved third party vendor to conduct the inspection prior to requesting any credit reports from screeningONE.

screeningONE's in-house compliance department reviews the required documentation for each client and orders inspections when necessary. Once all compliance paperwork is complete, our implementation team works with each client to set up their account with the procedures and processes that best meet the client's unique needs. One of the many benefits of conducting business with screeningONE is our ability to customize our system and processes to meet your organization's needs. Our implementation plan has meticulous step by step procedures to ensure a smooth transition.

During the implementation process, we thoroughly train your users on utilizing the screeningONE systems to manage your recruiting process, order and retrieve background screening reports, run reports to evaluate your program and retrieve and pay monthly invoices, We schedule the training session(s) at a time that is convenient for your staff. The training is done via an online session and conference call, so your users can be together in one room or can join the session from their own desktops. During the training, your account team leader will walk your staff through the systems and answer any questions you may have. All users will receive a user guide to screeningONE's systems at the completion of the training session and user credentials will be assigned and distributed shortly thereafter. On-site training is also available, if necessary. Ongoing training is available for new users or as a refresher course for seasoned users.