Searches and Product Library

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| 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 can be handled by Inquirehire in order alleviate the time and expense involved in meeting this obligation.  Scope: Employer s should notify Inquirehire immediately upon deciding to invoke adverse action.  Limitations: An employer must provide an applicant a pre-adverse action before taking any adverse action. If the applicant challenges or disputes any information, it should be noted that the adverse action process has specific time limits with respect to re-investigating the disputed information.  Additional Considerations: The employer has the obligation to inform and notify Inquirehire if this service is requested. Inquirehire will maintain documentation that the process has been followed and completed. |

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| 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.  Scope: The default search scope is 7 years.  Limitations: These databases are updated on a monthly basis.  Additional Considerations: Formal enforcement actions include cease and desist orders, written agreements, removal and prohibition orders, and orders assessing civil money penalties. |

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| 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.  Scope: The default search scope is 7 years.  Limitations: **You get all civil actions that occur only within that county searched. You do not get any civil action data that occurs outside of that county searched. For example; if a search is performed in Bureau County Illinois and no record is found, that does not mean there is not a record in Cook County or any other county in Illinois.**  Additional Considerations: **Some counties assess a fee for record access. These fees are typically passed on in addition to the normal cost. Fortunately most counties do not have access fees. However, there are some states such as Michigan and New Hampshire where most counties do and they can be excessive. Turnaround is typically I hour to 72 hours depending on the county. Some counties can take several weeks. Certain counties have mandated furloughs and closures which can impact turnaround as well.** |

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| County Criminal Search |
| A search of a person's single county criminal records. This is the best fundamental search as it finds all felony and misdemeanors within a county jurisdiction. We recommend that this search is conducted in all counties residence and work for the past 7 years on every applicant. Each name and address location that resides within a different county court jurisdiction is a separate criminal record search.  Scope: The default search scope is 7 years. Conviction information older than 7 years can be requested and setup on a per client basis.  Limitations: **You get all arrest and conviction data that occurs only within that county searched. You do not get any arrests or conviction data that occurs outside of that county searched. For example; if a search is performed in Bureau County Illinois and no record is found, that does not mean there is not a record in Cook County or any other county in Illinois.**  Additional Considerations: **Some counties assess a fee for record access. These fees are typically passed on in addition to the normal cost. Fortunately most counties do not have access fees. However, there are some states such as Michigan and New Hampshire where most counties do and they can be excessive. Turnaround is typically I hour to 72 hours depending on the county. Some counties can take several weeks. Certain counties have mandated furloughs and closures which can impact turnaround as well.** |

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| 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.  Scope: The default search scope is 7 years.  Limitations: Credit Reports for employment purposes are Persona reports and do not contain a credit score. Multiple states currently have laws that limit the use of credit reports for employment purposes. These reports should be limited to specific positions where there is a business necessity. You should review your state laws and consult legal counsel before using credit reports.  Additional Considerations: Before an employer or landlord is granted access to credit reports, a third party inspection will be conducted t confirm that you meet the requirements to receive the reports. Anyone working from a home office would need the inspection annually. A fee is assessed for each inspection. |

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| CrimSAFE |
| By automating criminal record evaluation, CrimSAFE alleviates your clients from the time consuming task of interpreting cryptic criminal codes. CrimSAFE analyzes criminal records and quickly delivers clear accept/decline criminal screening decisions based on your predetermined criteria. This bundled approach makes it easy to make screening decisions and applicants are treated consistently for optimum compliance.  Scope: The default search scope is 7 years. Conviction information older than 7 years can be requested and setup on a per client basis.  Limitations: Client must specific the minimum number of years that the company wants to decline an applicant for the specified type of crime. An applicant whose criminal record is older than the number of years for the specified crime will result in an accept for the company.  Additional Considerations: CrimSAFE determines Acceptance levels for applicants based on their criminal background. Client can enter the messages that appear for both Accept and Decline decisions, as well as set the maximum number years a criminal conviction or charge results for a Decline decision. |

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| CrimWATCH |
| This post-hire screening tool performs a monthly scan of the nationwide criminal databases and delivers notifications when criminal records are found. With CrimWATCH, you can easily stay informed of employees' criminal history.  Scope: The default search scope is the timeframe dating back to the original background investigation conducted at the point of hire.  Limitations: It does not have information from all states. It does not have all county information or all state information.  Additional Considerations: This database provides information that may not be FCRA compliant. Therefore, if a hit is found, we automatically verify the record at the county level prior to notifying the client. The reason for this is that if the employer knows there is a possible record and does not pull it, then more than likely they will also not hire the applicant and not even know if it or is not their record. These databases are updated at different intervals. Some are updated monthly and others quarterly. |

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| Drivers License Record Search |
| Motor Vehicle Reports provides driving records, available from most of the states, in a simple, easy-to-read, uniform format.  Scope: The default search scope is 7 years.  Limitations: Driving records, also known as motor vehicle reports (MVRs), are documents that detail a history of violations, suspensions, and other information about a person's driving history. The driver history information varies from state to state from 3 to 7 years.  Additional Considerations: The driver record will generally produce information Includes: http://www.softechinternational.com/images/pointer.gifName http://www.softechinternational.com/images/pointer.gifAddress http://www.softechinternational.com/images/pointer.gifCity, State Zip http://www.softechinternational.com/images/pointer.gifDOB http://www.softechinternational.com/images/pointer.gifDL Issue Date http://www.softechinternational.com/images/pointer.gifDL Expiration http://www.softechinternational.com/images/pointer.gifMay Include Status http://www.softechinternational.com/images/pointer.gifEndorsement               http://www.softechinternational.com/images/pointer.gifHistory on Driver (Accidents, Suspensions, Violations, and More) |

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| 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  Scope: There is no look back timeframe for education verification. The default position is to vrify the highest degree obtained unless additional verification is requested.  Limitations: Occasionally dates of attendance are unavailable.  Additional Considerations: Turnaround may vary by institution. Delays can occur as a result of holidays, vacations, or shutdowns. Most institutions utilize a verification service which results in additional fees and those fees are billed in addition to the normal search fee. |

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| Elite Report |
| A combination of three powerful searches including the Social Security Search, National Criminal Database and the Global Report. This allows for cost savings as you select one request as oppose to ordering three individual reports.  Scope: The default search scope is 7 years. Conviction information older than 7 years can be requested and setup on a per client basis.  Limitations: See Social Security Search, National Criminal Database and Global Report for the individual limitations.  Additional Considerations: See Social Security Search, National Criminal Database and Global Report for the individual limitations. |

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| 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. Unless otherwise directed, the following is standard information requested:  Position  Hire date  End Date  Wage/Salary  Type/Status  Reason for leaving  Scope: The default position is to verify the last 3 employers or all employers within the past 5 years.  Limitations: Employers may have a policy which restricts information they will release. Current employer will not be verified unless written authorization is obtained by the applicant.  Additional Considerations: Turnaround may vary by institution. Delays can occur as a result of holidays, vacations, or shutdowns. Some employers utilize a verification service which results in additional fees and those fees are billed in addition to the normal search fee. An application or resume is required for proper verification. |

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| Excluded Parties List System |
| The EPLS database located at <http://www.epls.gov> is a Federal government system maintained by GSA as required by [FAR Subpart 9.4](https://www.acquisition.gov/far/current/html/Subpart%209_4.html#wp1083280) and Executive Orders [12549](http://www.epa.gov/isdc/eo12549.htm) and [12689](http://www.epa.gov/isdc/eo12549.htm). EPLS data is received and maintained by Federal debarring/excluding agencies only. A federal agency may maintain an internal agency system similar to EPLS. However, the EPLS database maintained by GSA is the official government-wide system of records of debarments, suspensions and other exclusionary actions. EPLS is not a subset of or a supplement to any other system. GSA cannot guarantee the accuracy of data provided by other systems. Therefore, GSA officials do not respond to inquiries retrieved from other systems. Users obtaining data from systems other than the official GSA EPLS database should contact the owner of that system for data verification and support.  Scope: The default search scope is 7 years. Information older than 7 years can be requested and setup on a per client basis.  Limitations: While GSA believes the information to be reliable, human or mechanical error remains a possibility. Therefore, the Government does not guarantee the accuracy, completeness, timeliness, or correct sequencing of the information.  Additional Considerations: The Excluded Parties List System (EPLS) includes information regarding entities debarred, suspended, proposed for debarment, excluded or disqualified under the nonprocurement common rule, or otherwise declared ineligible from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits. This information may include names, addresses, DUNS numbers, Social Security Numbers, Employer Identification Numbers or other Taxpayer Identification Numbers, if available and deemed appropriate and permissible to publish by the agency taking the action. Please be aware that although GSA operates this system, individual agencies are responsible for the timely reporting, maintenance, and accuracy of their data. |

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| 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.**  Scope: The default search scope is 7 years. Conviction information older than 7 years can be requested and setup on a per client basis.  Limitations: Information is limited to actions within the federal court system. It does not have any county court information, state information, or sex offender registry information.  Additional Considerations: If a record is found, it is found on a name match only. It then requires a process to determine if it is the individual in questions. It may require pulling an actual federal case to seek out the identifiers to make sure it is the person in question. This may cause a delay in results. However, there are a high percentage of “no hits” so delays are abnormal. |
| Global Report |
| An extensive report that includes information from the following data sources: OFAC Specially Designated Nationals (SDN) and Blocked Persons, OFAC Sanctioned Countries including Major Cities and 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 and 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, and World Bank Ineligible Firms. This service helps impede terrorists by identifying individuals linked to terrorism or classified on government watch lists, improving compliance with the United States Patriot Act.  Scope: The default search scope is 7 years. Conviction information older than 7 years can be requested and setup on a per client basis. All other information is restricted to 7 years.  Limitations: The Global ReportTM 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. 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  Additional Considerations: An enhanced version of our Global Report includes an additional 100 data sources from U.S., foreign governments, and international watch list data sources. This is known as GlobalPLUS and provides an additional level of detail to helps clients to make more informed screening decisions. |

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| 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).  Scope: The default search scope is 7 years.  Limitations: Searches are restricted to the following sources: Office of Inspector General (OIG), General Services Administration (GSA), Federal Drug Administration (FDA) Debarments, Drug Enforcement Administration (DEA), and Tri-Care (Formerly Champus).  Additional Considerations: This is a compilation of databases and efforts should be made to verify all information. Information in this system is updated periodically. |

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| National Registry Check |
| Specifically designed for multifamily housing communities, National RegistryCHECK helps select the best residents. This service includes exclusive access to the industry's largest database of landlord-tenant records, critical information not available from credit reports alone. National RegistryCHECK uses sophisticated search logic to automatically compare an applicant to information in the databases. A comprehensive easy-to-read report delivers a summary of past court actions, prior landlord inquiries, and landlord-reported history.  Scope: The default search scope is 7 years.  Limitations: This database is limited to only housing entities that elect to participate in providing landlord tenant records. It should not be considered a failsafe search.  Additional Considerations: This is a compilation of data sources and efforts should be made to verify all information. Information in this system is updated periodically. |

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| Nationwide Criminal Database Check |
| A nationwide, instant criminal records database search. This database consists of over 400 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.  Scope: The default search scope is 7 years. Conviction information older than 7 years can be requested and setup on a per client basis.  Limitations: It does not have information from all states. It does not have all county information or all state information.  Additional Considerations: This database provides information that may not be FCRA compliant. Therefore, if a hit is found, we automatically verify the record at the county level prior to notifying the client. The reason for this is that if the employer knows there is a possible record and does not pull it, then more than likely they will also not hire the applicant and not even know if it or is not their record. These databases are updated at different intervals. Some are updated monthly and others quarterly. |

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| 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.  Scope: There is no look back timeframe for license verification. The default position is to verify the issue and expiration date, license number, status and disciplinary issues.  Limitations: Information varies from state to state with respect to logistics, cost and availability. l  Additional Considerations: Some sources may require a release form before providing information. |

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| 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.  Scope: The default search scope is 7 years. Conviction information older than 7 years can be requested and setup on a per client basis.  Limitations: It does not have information from all states. It does not have all county information or all state information.  Additional Considerations: This database provides information that may not be FCRA compliant. Therefore, if a hit is found, we automatically verify the record at the county level prior to notifying the client. The reason for this is that if the employer knows there is a possible record and does not pull it, then more than likely they will also not hire the applicant and not even know if it or is not their record. These databases are updated at different intervals. Some are updated monthly and others quarterly. |

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| Skill Survey |
| Skill Survey 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 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.  Scope: The scope is limited to the number of references put in the system.  Limitations: The success of this product relies on the individual reference responding.  Additional Considerations: There are in excess of 100 job specific surveys. The survey is selected based on the position the applicant is applying for. |

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| Social Media Searches |
| Basic provides an employer with a report on a candidate’s publicly available online content. With the Hiring Basic report, a report is generated the first time information that matches the employer’s pre-defined negative criteria. This report includes redaction of post-interview protected class information and other information that is not relevant to the position. Possible report statuses include Negative, Pass, and No Hit.  Comprehensive provides employers with a complete detailed view of a candidate’s user-generated information that matches the employer’s pre-defined positive and negative criteria. Like Hiring Basic, this report also includes redaction of post-interview protected class and other information that is not relevant to the position. Possible report statuses include Negative, Positive, Pass, and No Hit.  Executive is a detailed report which contains a candidate’s publicly available online information. Hiring Executive reports include both user generated and non-user generated content such as media hits. With Hiring Executive, employers receive a 360-degree view of their candidate’s online profile. For an additional cost, Hiring Executive can also include analysis on known affiliates of Sr. Executives, insuring that an organization is making the best hire possible for their leadership roles. Possible report statuses include Negative, Positive, Pass, and No Hit.  Scope: The default search scope is 7 years.  Limitations: Results that identify protected class information are redacted.  Additional Considerations: This search is FCRA compliant. |

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| 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.  Scope: The default search scope is 7 years.  Limitations: It does not verify that the person presenting the SSN # is in fact the true owner of that SSN.  Additional Considerations: The address information is derived from multiple sources including property records, fedex deliveries, cell phone bills, magazine subscriptions, bankruptcy records, change of address/postal forwarding information, credit headers and other consumer data. The records are purchased by the commercial provider of the person search and compiled in one database. Sophisticated algorithms work behind the scenes to compare the records with what information is supplied by the applicant. It then provides a list of addresses associated with the name provided based on those comparisons. |

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| 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.  Scope: The default search scope is 7 years. Conviction information older than 7 years can be requested and setup on a per client basis.  Limitations: Typically it does not find simple misdemeanor offenses that are found at the county level. Most, if not all counties, do not submit simple misdemeanor offenses to the state records repository. Therefore a state search will not find those offenses. Simple misdemeanor offenses may include offenses such as minor theft, minor assaults, disorderly conduct, and public intoxication. While one simple misdemeanor offense may not be a disqualifying event, 3 or more may be. It does not have information from all states. It does not have all county information or all state information.  Additional Considerations: There are many logistical issues with state record checks. Some states require the submission of fingerprints. There is often a serious lag time between time of arrest and time the record hits the repository resulting in “no hits.” The turnaround time is typically long and has an adverse impact on the hiring cycle. Some states have closed records leading to inconsistency between checks. |

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| 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.  Scope: The default search scope is 7 years.  Limitations: Dissemination of information may be limited to specific entities.  Additional Considerations: Logistics, cost and availability varies from state to state. |

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| 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.  Scope: The default search scope is 7 years.  Limitations: There are very tight restrictions on the legal use of this information and the search must be done pursuant to an offer of employment. Logistics, cost and availability varies from state to state.  Additional Considerations: If a history of filing claims is found, then the offer may be rescinded only under limited circumstances. Employers are well advised to seek legal counsel before using this search and before taking any actions when records are found. |

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