



Employment Screening Best Practices

Suggested Preparation, Implementation,
and Legal Considerations to Fortify Your
Background Check and Drug Test Programs

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Introduction: Why Background Checks and Drug Tests

Today's workplace is becoming more competitive due to increased globalization and workforce mobility. Employers are challenged with identifying qualified applicants, and applicants are seeking to differentiate themselves. Background checks and drug tests are one way applicants can demonstrate they are ready to work for a particular position.

The Move from Negligent Hiring to Brand Protection

In years past, and still today, there is a risk of negligent hiring and retention. According to the Society for Human Resource Management (SHRM), negligent hiring occurs when "an employee causes harm to others and the employer should have known of the individual's potential to cause harm but did not take steps to mitigate the risk." The cost of a negligent case to an employer can exceed a million dollars.



However, the First Advantage 2023 Trends Report revealed the top reasons employers screen today are closely aligned with better protecting their brand, their employees, and their customers. The top 5 reasons include:

- 1 **Identity.** Do we have relevant name and address information on the candidate?
- 2 **Criminal History.** Does the candidate have a criminal history that will impact performance, safety, or brand reputation?
- 3 **Experience.** Does the candidate have the right education and experience for the role?
- 4 **Risk Exposure.** Is the candidate's history appropriate for any role-specific risks, including access and exposure to sensitive data or vulnerable populations?
- 5 **Compliance.** Does the candidate clear all checks required by law or industry regulation for compliance?

Other Reasons Employers Screen

Screening can help mitigate myriad types of risk, liability, and financial exposure when completed for all workforce members. This includes contingent or temporary workers such as cleaning crews, facility maintenance workers, ground crews, auditors, inventory stockers, and others who have access to property or who represent your brand by performing work in homes or in the field. The aforementioned risk of negligent hiring applies equally to temporary workers and full-time employees.



\$1M+

From the Society of Human Resources, the average jury award for negligent hiring now exceeds \$1M

<https://www.shrm.org/hr-today/news/hr-magazine/0918/pages/epli-protects-against-bad-actors-at-work.aspx>

Consider the following statistics that highlight the impact of drug use and crime in the workplace.



- **Drug Abuse**

[Quest Diagnostics](#) states that Substance Abuse and Mental Health Services Administration (SAMHSA) reports employees who use drugs are:

- 2.5 times more likely than co-workers who do not use drugs to be absent for 8 or more days each year
- 3.6 times more likely to be involved in an accident at work
- 5 times more likely to file a workers' compensation claim



- **Crime**

- [CNBC](#) reports that employee theft is a [crime that is costing U.S. businesses \\$50 billion annually](#).
- Nearly 30 percent of retail inventory shrink is attributable to employee/internal theft, according to the [National Retail Federation's 2022 Retail Security Survey](#).
- [The 2020 First Advantage Trends Report](#) showed that more than 30 percent of reportable records returned on background checks are for THEFT!

**Most Frequently
Used Drugs Found In
Those Tested By
First Advantage**

- Marijuana
- Cocaine
- Benzodiazepines
- Amphetamines
- Opiates
- Oxycodoneare



Preparation: The Key to a Successful Candidate Screening Experience

Employers often have difficulty attracting, hiring, and retaining the most qualified candidates and contractors. Because of this, many companies strive to provide a world-class candidate experience that engages applicants earlier in the screening process. This not only improves background screening efficiencies and turnaround times, it also provides applicants with increased transparency into the screening process. To create a world-class candidate experience, here are a few ideas to consider:



Front load: Help your applicants supply needed information to make the screening process smooth.



Automate: Move to an enhanced process to achieve faster report turnaround and demonstrate compliance.



Build for future growth: Create a scalable process to meet global possibilities.





Front Load: Help Your Applicants Supply Needed Information to Make the Screening Process Smooth

Clearly communicate to potential applicants what items are necessary and what prerequisites are required to properly qualify for employment prior to application. This will streamline your processes by allowing applicants to prepare the necessary paperwork in advance and self-select themselves out of the application process if they cannot comply with your hiring requirements. This is a critical piece of a proactive pre-screening process that ensures applicants who submit their information will pre-qualify based on information that will be verified later on in the process. For instance, below are examples of information that might be needed in the application process for a delivery driver or customer service position:

Example 1:

Position: Delivery Person

- Qualifier:
- Applicant must have a valid driver's license
 - Applicant must have a valid Social Security card
 - Applicant must be at least 18 years old
 - Applicant must be able to pass a drug test

Example 2:

Position: Financial Customer Service Representative

- Qualifier:
- Applicant must have a Social Security card
 - Applicant must have a high school degree
 - Applicant must have at least two professional or personal references
 - Applicant must not have a criminal record conviction that violates section 19 of the Federal Deposit Insurance Act
 - Applicant must be able to pass a drug test

80%

of First Advantage background check orders on average are received through an integration with an applicant tracking system.

13%

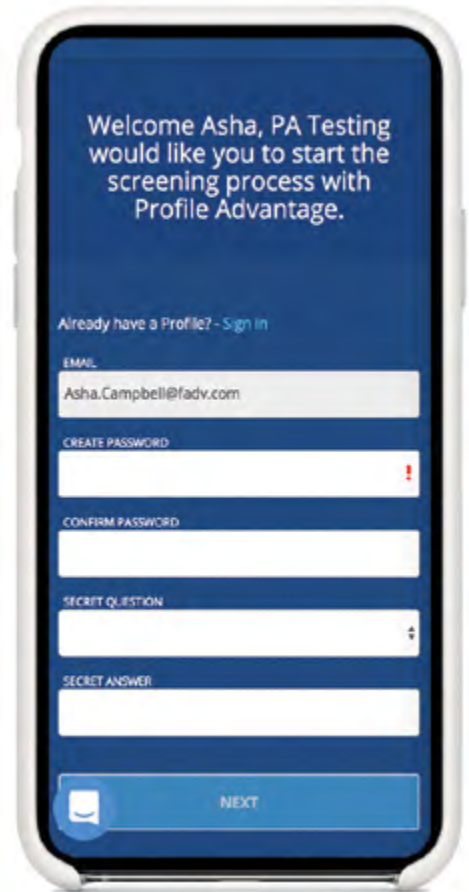
Using a mobile candidate communication tool like Profile Advantage facilitates faster background checks. Last year, First Advantage saw a 13% reduction in information classified as "unable to verify" (UTV) by using such a tool.



Why Front Load: To Create a World-Class Candidate Experience

You create a world-class candidate experience when you make it easier and more appealing for prospective job applicants to interact with your organization. Companies are paying closer attention to the candidate experience, understanding that first impressions are equally important to applicants. One of the many ways employers can improve this experience is by leveraging new technologies to automate the outdated and time-consuming processes of manually completing applications and other paperwork. Through applicant tracking systems and mobile communications, candidates can quickly and easily engage with employers, and search and apply for jobs online from the convenience of their own homes. These technologies can include resume upload functionality as well as automated prepopulation of employment and background screening applications.

What does this mean for you? Apart from making your organization an attractive option for candidates, improving the candidate experience accelerates turnaround time, reduces manual errors, and allows you to hire and onboard the most qualified talent before your competitor. Additionally, a paperless candidate-centric experience positions your company as a technology leader in the eyes of the applicant. Likewise, it also provides them with transparency into the hiring and background screening process—further differentiating your organization.





Automate: Move to an Automated Process to Achieve Faster Report Turnaround and Demonstrate Compliance

Automation powers faster background screening results. These timely results are critical in helping organizations efficiently move through the hiring process. Where it previously took days to obtain the results of a county-level criminal background check, employers can now receive quick results from a nationwide search. In short, online record access and databases have forever changed the landscape of employment screening. As a result, more organizations are integrating instant and automated employment screening products into their hiring process to help them gain a competitive edge when it comes to quickly hiring the best candidates. The near-instant criminal database searches should be used to complement address-based county court searches.

- **Near-instant searches** can help you efficiently move forward in the hiring process by quickly confirming or validating basic information such as a Social Security number or name and address history.
- **Automated searches** quickly move the screening process along by providing electronic delivery of process updates and results, eliminating time delays often associated with manual follow-up on important screening components such as employment or education verifications.
- **Digital rapid response drug testing** provides drug test results within minutes for candidates who pass their drug tests.

50%

of Profile Advantage candidates complete the process in less than six minutes

In addition to automation, engaging candidates early in the process can also help expedite the screening process, particularly when you're working with candidates who have an international background. As we see growth in global screenings, we will also see a move toward screening transparency. Verifying an international candidate's education can take up to 14 days in some cases since a copy of the diploma or transcript is often required. Educating the candidate in advance on what will be required for verification could decrease this turnaround time considerably.



Build for Future Growth: Create a Scalable Process to Meet Global Possibilities

Due to many trends impacting large organizations in the broader marketplace such as global expansion and corporate mergers, it is crucial to build scalability into the employment screening process.

First, a scalable screening solution can help ensure your process has the bandwidth to handle sudden spikes in search volume. Such spikes can occur during holiday periods, when there is an increased demand for staffing, or after an acquisition, when employees must be re-screened by the parent firm.

Second, as more firms expand abroad and tap into the global workforce, a truly scalable process can accommodate international employment screening and maximize your efficiencies. By consolidating your domestic and international screening with one provider, rather than managing multiple providers, you can often increase your buying power and minimize accounting hassles. Scalability also applies to other solutions. A scalable screening process can seamlessly evolve with your business by easily incorporating additional

// **After working with First Advantage to refine our adjudication matrix, we reviewed 1,500 fewer decisional cases in 2019 than we would have."**

Angela Castro
HR Personnel Specislist Costco

200+

Countries and territories are searched at our customers' requests each year

products such as drug testing or monitoring services, without complicating your program by introducing new vendors and/or processes.

Third, choose a service provider who will act as your partner, enabling you to uncover answers in a timely and reliable fashion. A host of trusted sources should be available within the countries that you specify to ensure you get the pertinent information you need, customized for your organization and/or industry. Whether you need to screen applicants from North America, India, or China, you need a knowledgeable service provider who can help you mitigate risk and perform the most compliant due diligence.



Reduce Your Overall Risk

An efficient, thorough employment screening process that includes leading-edge technology can, above all else, help reduce your overall workplace risk. Identifying risk early, prior to hiring an employee, helps better protect your broader organization from risk related to:

- Physical safety
- Financial security
- Damage to corporate brand or reputation
- Legal non-compliance

Best Practices Feature	Benefit
World-Class Candidate Experience	<ul style="list-style-type: none"> • Automation = The ability to attract more candidates • Simplicity = Best experience for a good candidate pool • Process = Simple process to expedite hiring
World-Class Employer Experience	<ul style="list-style-type: none"> • Safety = Selecting the best candidates to create a safer environment for your employees and customers
World-Class User Experience	<ul style="list-style-type: none"> • Smart System = Intuitive interface • Data = Logical data presentation • Flexibility of systems = User controlled settings and multiple user profiles • Hiring = Minimizes risk of investing in the wrong candidate
Quick Turnaround	<ul style="list-style-type: none"> • Faster results = Faster hiring decisions • Competitive edge = Hiring the best applicants
Scalability	<ul style="list-style-type: none"> • Merger / Acquisition = Quickly screen new candidates • Evolving business needs = Easily expand / modify your program
Reduced Overall Risk	<ul style="list-style-type: none"> • Protect your brand = Promote a safe and desirable workplace • Lower your risk = Protect your bottom line

Implementation: Job-specific Screening Packages for Best Results

The following four-step process provides a high-level overview of general areas that should be addressed in your employment screening process.

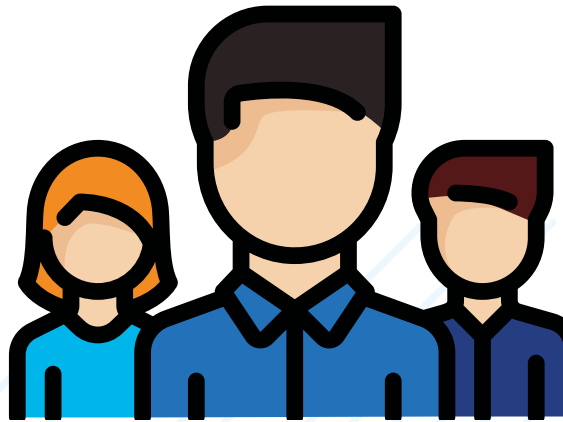
- 1 Step 1.** Determine initial candidate communication
- 2 Step 2.** Choose your screening components
- 3 Step 3.** Streamline your process
- 4 Step 4.** Conduct quarterly reviews



Step 1. Determine initial candidate communication:

When your candidates submit their applications, resumes, or other required pre-employment forms via the Web, it is important to determine the most efficient method of communicating with these prospective employees. This is your first chance to make an impression as a potential employer.

- **If you currently use a Human Resource Information System (HRIS) or Applicant Tracking System (ATS)**, it is recommended that you work with an employment screening provider that can integrate background screening products into your application. This eases the burden on your Human Resources staff because they only work within one system.
- **If you're not currently using an HRIS or ATS**, contact your current or prospective employment screening provider to inquire if a solution is available. Otherwise, be sure you are working with a provider who can provide electronic, web-based services.
- **Another best practice is to use automation as much as possible**, or leverage candidates to enter their own data through a candidate capture system. This will save time and money for your organization.



Step 2. Choose your screening components:

A comprehensive screening process will include several components, each of which is discussed below.

Criminal History

Screening candidates for criminal conviction records can help you promote a safe, secure workplace by reducing job-related risk linked to a criminal history. In order to have the most comprehensive criminal search, the following services are recommended depending upon the type of position the candidate is seeking. Surprisingly, many public records are still paper-based and have yet to be digitized. When comparing sources for your information, be sure to include all possible avenues, including manual searches and automated electronic searches. The goal is to search a broad area of criminal record repositories in order to protect your company, your reputation, and your most valuable assets: your employees and clients.

NOTE: It is recommended that all criminal background checks return seven years of conviction history information regarding an applicant's past; however, results will be dependent on the laws and guidelines that govern the state where the search is being performed.



National Criminal File Search: Most background screening providers offer access to a proprietary national criminal records database. Although the scope of coverage will vary depending on the provider, some vendors can offer access to a nationwide database of criminal records gathered from across all 50 states. A variety of sources are utilized including sex offender registries, state and county criminal courts, and state-level departments of corrections. This quick database search can uncover criminal conviction records throughout the U.S., including locations that were not disclosed by a candidate on their application or resume.





Felony and Misdemeanor Search: This county courthouse search includes a search of all felonies and misdemeanors on all indexes available at the main county seat court location. There are different product options available depending on how in depth of a search you wish to perform.



Motor Vehicle Report: A Motor Vehicle Report (MVR) reveals the status of an applicant's driver's license and any violation history. This search should be conducted on all candidates who will have driving responsibility for a company, including those who will drive a company vehicle and those who will drive a personal vehicle on company time or for company purposes. In certain industries, conducting an MVR search at pre-employment and annually is a federal requirement if the driver holds a commercial driver license or drives a commercial motor vehicle.

Verification and Qualification Solutions

These products and services help you quickly and efficiently validate crucial information provided by your candidates so that you can move forward in the hiring process and make better informed hiring decisions.



Credit Check: This search matches the candidate's information to information held by the credit bureaus and returns the candidate's credit report. An employment credit report does not contain credit scores. Note that many states have restricted the use of credit reports in employment decisions. Before using a credit report in an employment decision, employers should review all applicable laws in the jurisdictions where they operate to ensure compliance.



Employment Verification and/or Education Verification: These two products are used to verify the employment and education information provided by your candidate on their job application.



Web-based Employment Eligibility Verification (EEV) Services: Due to changing immigration laws, federal and state governments are placing a higher burden on employers to prove that their workforce is eligible to legally work in the U.S. An online employment eligibility verification service can assist you in streamlining your Form I-9 and electronic E-Verify process so you can proactively stay ahead of the curve.



Sanction Lists: A single search to provide compliance help by reviewing 25+ government barred lists including Office of Foreign Assets Control (OFAC) and the World Bank, to name a few.

Occupational and Biometric Services

These services are critical to creating a safer workplace and can include drug and alcohol testing, physical exam management, driver qualification files, and fingerprinting. Look for a provider that demonstrates expertise in the industry, offers technological solutions to reduce paperwork, and is knowledgeable about state and federal regulations. Your service provider should:

- **Provide Department of Transportation (DOT) compliant services** including certified Medical Review Officers (MROs)
- **Provide a digital drug testing solution**, including rapid response drug tests for non-federally regulated programs
- **Provide an electronic solution** that helps store, track, and adjudicate driver qualification files
- **Meet your immunization and medical exam requirements**, including a comprehensive review of exam results for compliance

A DOT five-panel drug test (urine conventional) is a basic panel used by many organizations. The following drugs are tested from the applicant's urine sample:

- Amphetamines (Amphetamine and Methamphetamine)
- Benzoyllecgonine (Cocaine Metabolite)
- Cannabinoids (Marijuana Metabolite, and THC-COOH)
- Opiates (Codeine, Morphine and Heroin)
- Phencyclidine (PCP)



Most service providers offer test panels beyond the basic five. Check with your service provider to see if those options are offered and how they might better support your organization's specific needs.

Adjudication and Alerts

Based on your hiring requirements, these services can help you identify and address various levels of acceptable risk in a consistent, standardized manner as it may relate to a particular position in accordance with your pre-established criteria. Additionally, you should work with your provider relating to Adverse Action letters mandated by the Fair Credit Reporting Act (FCRA) and state equivalent statutes for candidates that fail to meet specific hiring criteria set forth by your organization.

- Although service levels vary, many service providers administer an Adverse Action mailing service in which the provider sends the FCRA-mandated letters that the customer has provided.
- Choose a service provider that complies with the FCRA consumer dispute process, including providing a toll-free consumer dispute hotline that provides your candidates with the appropriate channel to dispute findings in a timely manner.



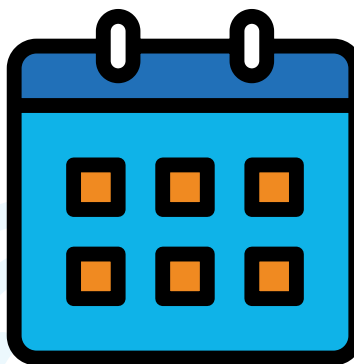
Step 3. Streamline your process:

To promote increased process transparency, access to overall reporting or usage should also be included in your employment screening process. This report can provide real-time visibility into your hiring process by informing you which candidates have completed various parts of the screening process and which have not. The report also updates you as to which components are missing from a candidate's employment screening process.

Step 4. Conduct quarterly reviews:

Review your background screening and drug testing program every quarter to determine if changes are needed. For example, maybe you need to adjust your decisioning process based on regulatory changes. Or, you may want to modify your ordering based on your usage trends or the availability of certain search types. A knowledgeable service provider can alert you to these and other issues, along with updated services that are relevant and newly available to your industry.

State and federal legislation will continue to influence pre-employment background screening practices. Guidance from the Equal Employment Opportunity Commission (EEOC) related to criminal records, American Jobs Act, and Ban the Box legislation can directly impact your hiring and screening practices. The same goes for evolving state laws regarding the legalization of marijuana for medicinal and/or recreational use. Additionally, the increased use of social media in pre-employment screening may also draw some legislative attention due to concerns with Title VII and EEOC violations. Be sure to remain current on all legislative matters that impact your screening practices.



Compliance: Legal Considerations to Show Due Diligence

Following are regulatory issues that need to be considered during pre- and post-employment screening. You will also need to check with local and state laws.

Fair Credit and Reporting Act (FCRA): The FCRA is a federal law that regulates the collection, dissemination, and use of consumer information for credit evaluation and other purposes including employment screening and tenant screening. Consumer Reporting Agencies (CRAs) are entities that report consumer information and are regulated by the FCRA.



Key responsibilities include:

- **Using reasonable procedures** to ensure the maximum possible accuracy of the information reported
- **Providing a consumer's file of information** maintained on them upon request
- **Providing a channel for consumers to dispute** any inaccurate or incomplete records

Background screening providers are generally considered to be CRAs and are subject to the FCRA since they are third parties that conduct background checks on employees and applicants on behalf of an employer. Employers are also subject to regulation under the FCRA and it is therefore critical that employers understand their FCRA obligations as it relates to pre- and post-employment screening. Below are a few guidelines to consider.

Steps for Basic FCRA Compliance

- 1 **Provide disclosure** to and obtain written authorization from applicant before ordering the background check.
- 2 **Identify the purpose** for ordering the report to the consumer reporting agency.
- 3 **Provide the required FCRA notice** before an adverse action is taken.
- 4 **Provide notice after an adverse action** is taken that meets FCRA requirements.

Steps for Basic EEOC Compliance

According to the EEOC, before denying someone employment based on a criminal record, employers should consider:

- The nature of the job
- The nature, gravity, and job-relatedness of a criminal offense
- When the offense occurred

Need Forms?

SHRM (Society for Human Resource Management) has resources and sample forms available for their members:

<https://www.shrm.org/resourcesandtools/toolsandsamples>

The EEOC guidance strongly suggests that employers should perform an “individual assessment” if a criminal record is returned and you do not have statistical analysis of the impact of such a record on that particular job (which is usually the case as such statistics are not always readily available). An individual assessment should include:

- Facts or circumstances surrounding the offense or conduct;
- Number of offenses for which the individual was convicted;
- Age at the time of conviction, or release from prison;
- Evidence that the individual performed the same type of work, post conviction, without any known incidents of criminal conduct;
- Length and consistency of employment before and after the offense;
- Rehabilitation efforts; and
- Whether individual is bonded under a federal, state, or local bonding program.

Background screening is constantly evolving. No matter your industry or business size, be sure to work with a screening partner that has the in-depth knowledge and experience to help you easily comply with fast-changing laws and regulations. One that keeps you ahead of emerging employee-related risks. One that understands the importance of protecting your business and your brand.

Yet, it’s also more than that. You need a partner to help you create a world-class candidate experience that distinguishes you from other employers so you can attract, hire, and retain top talent.

The right partner can help you do all this and much more.

Get in touch today to learn about the many ways First Advantage can help you hire smarter and onboard faster.

Ban The Box

New state and local laws are emerging throughout the U.S. that prohibit employers from inquiring about criminal convictions early in the employment application process. These laws are known as “Ban the Box” legislation. The underlying concern here is that by asking about criminal history early in the hiring process, employers create an unfair disadvantage for persons with criminal records that negatively impacts their ability to obtain employment.

Appendix A: Types of Background Checks and Drug Services

Background Component	Pros	Cons	Best For
Adjudication Matrix	<ul style="list-style-type: none"> This process involves applying your hiring criteria against the results of the candidate's background and drug screen, and informing you whether the candidate meets your pre-established hiring criteria. 	<ul style="list-style-type: none"> Keeping the matrix up to date. Ensuring the matrix complies with EEOC guidance. 	<ul style="list-style-type: none"> Identifying candidates that may need further action to clarify report findings.
National Criminal File (NCRF)	<ul style="list-style-type: none"> FCRA governed. Approximately 6,000 new electronic records added daily. A comprehensive search against proprietary database of criminal convictions and includes sex offender registries records (48 states plus Washington, DC). Checks only specific name given. 	<ul style="list-style-type: none"> Should be used as a supplement to a standard criminal search. 	<ul style="list-style-type: none"> Pre-employment Current employee pre-screening Promotion
National Criminal File PLUS (NCRF PLUS)	<ul style="list-style-type: none"> FCRA governed. Approximately 6,000 new electronic records added daily A comprehensive search against proprietary database of criminal convictions and includes sex offender registries records (48 states plus Washington, DC.). Checks name given and all pseudonyms/nicknames. 	<ul style="list-style-type: none"> Should be used as a supplement to a standard county search. 	<ul style="list-style-type: none"> Pre-employment Current employee pre-screening Promotion
Felony and Misdemeanor (F&M)	<ul style="list-style-type: none"> Best coverage for felony and misdemeanors—searches multiple courts. Search up to two court locations, no matter how distant it is from the primary court location, in order to obtain a comprehensive felony and separately-held misdemeanor search. This in conjunction with the NCRF Plus is one of the most thorough searches available today. 	<ul style="list-style-type: none"> Court turnaround time and access fees vary by jurisdiction. 	<ul style="list-style-type: none"> Pre-employment Promotion

Background Component	Pros	Cons	Best For
County Seat Felony and Misdemeanor	<ul style="list-style-type: none"> • Less expensive than F&M search. • Good turnaround time. • Good misdemeanor coverage. • Search of the county seat locations. • Felony and misdemeanors will be searched as long as the misdemeanor court is at the same physical court location (Ex. Felonies—room 101, Misdemeanors- Room 202). • Over 80% of the time, this is the only search required to locate several misdemeanors. 	<ul style="list-style-type: none"> • More costly than FIM and may impact turnaround time. • Not as complete as F&M. • Delays can be expected at lower court locations where direct public access is not allowed, requiring court clerks to conduct the searches. 	<ul style="list-style-type: none"> • Pre-employment • Promotion
Felony Including Misdemeanor (FIM)	<ul style="list-style-type: none"> • Less expensive than F&M. • Better turnaround time than F&M. • Search of the primary court index (Superior, Circuit, etc.). • All felonies with sufficient matching identifiers will be reported as well as misdemeanors that do not require additional court searches for complete information (Misdemeanors held within same database systems as felonies). • Over 60% of the time, this is the only search required in order to locate several misdemeanors. • The FIM search is one of the most efficient, cost-effective searches due to the single primary index search. 	<ul style="list-style-type: none"> • May not capture all misdemeanors in certain courts. 	<ul style="list-style-type: none"> • Pre-employment • Promotion
Felony Record Search (FRI)	<ul style="list-style-type: none"> • Less costly than FIM. • Search of the primary court index (Superior, Circuit, etc.) for minimum of past 7 years. • Only felony hits will be searched and reported. 	<ul style="list-style-type: none"> • No misdemeanor information reported. 	<ul style="list-style-type: none"> • Pre-employment • Promotion
Statewide Searches	<ul style="list-style-type: none"> • Search of either the state or the Centralized State Police Repository or State Administrative Office of the Court and will research and report Felony and Misdemeanors found that had sufficient matching identifiers. 	<ul style="list-style-type: none"> • Possible hits that often require additional search(es). 	<ul style="list-style-type: none"> • Pre-employment • Promotion
Federal Felony and Misdemeanor (FFM)	<ul style="list-style-type: none"> • Search of the appropriate federal jurisdictional court based on residential address and includes both federal felony and misdemeanors found. 	<ul style="list-style-type: none"> • Low criminal hit (record) percentages found in the federal courts. • Possible hits often require additional search(es) in order to obtain pertinent case data, particularly ID information. 	<ul style="list-style-type: none"> • Pre-employment • Promotion

Background Component	Pros	Cons	Best For
Education Verifications	<ul style="list-style-type: none"> Helps verify educational credentials including education degree and graduation dates. Verifications include high-school, under-graduate, and graduate degrees. 	<ul style="list-style-type: none"> Applicant release may be needed. May be difficult to contact institutions due to holidays and summer vacations. 	<ul style="list-style-type: none"> Pre-employment
Employment Eligibility Verification (EEV or I9)	<ul style="list-style-type: none"> These systems efficiently and effectively automate the return of employee eligibility results via the Internet. Can be used to electronically manage your Form I-9s across your organization. Manages an electronic copy of the Form I-9 for compliance. The system can also transmit employee data through the E-Verify Program. In addition, an authorization status of the applicant's eligibility for hire is addressed. 		<ul style="list-style-type: none"> All U.S.-based employees
Employment Verifications	<ul style="list-style-type: none"> Helps verify the employers for which the candidate has worked. The number of employers verified is dependent on the customer's needs. Items that can be verified: employer name, employer address, dates employed, position, full or part-time, temp or permanent, voluntary or involuntary termination, eligibility for rehire. 	<ul style="list-style-type: none"> Previous employers listed may not cooperate. Applicant release may be needed. May be difficult to contact if employer no longer in business. 	<ul style="list-style-type: none"> Pre-employment
Financial Sanction Search (FSS)	<ul style="list-style-type: none"> Search more than 200 databases, including the Federal Deposit Insurance Corporation (FDIC), Federal Trade Commission (FTC), Securities and Exchange Commission (SEC), and many more, for financial sanction information. 		<ul style="list-style-type: none"> Pre-employment Current employee pre-screening Promotion
Global Sanction Search (GSS)	<ul style="list-style-type: none"> Multi-source search including U.S. and foreign databases. Helps assist with compliance guidelines mandated by the Office of Foreign Asset Control (OFAC), and the USA PATRIOT Act. 		<ul style="list-style-type: none"> Pre-employment Current employee pre-screening Promotion
Healthcare Credentialing and Sanctions	<ul style="list-style-type: none"> Speed up your credential process and get help confirming education, experience, licensure, and sanction information. Enhances industry compliance. Allows faster placement of medical professionals. 		<ul style="list-style-type: none"> Pre-employment On-going recertification

Background Component	Pros	Cons	Best For
Motor Vehicle Registration (MVR)	<ul style="list-style-type: none"> Uncover new driving offenses that might put you at risk. Batch processing capability allows easy uploading of lists of names to be searched. Typical results: DL number, class and status, name, DOB, physical description, conviction dates, violations, accidents, docket numbers, court locations, and accident report numbers. User-friendly. Quick results, from instant to within 24 hours. 	<ul style="list-style-type: none"> Results vary state by state. 	<ul style="list-style-type: none"> Pre-employment Yearly for drivers (DOT)
Sex Offender Search	<ul style="list-style-type: none"> Helps to inform employees and customers against violent sexual offenders in the workplace. Helps protect children and at-risk individuals. Gives property owners/Realtors a sense of security when renting property. Demonstrates good due diligence. Sex Offender Registries (48 states plus Washington, D.C.). For some states the sex offender's photo is also available. 	<ul style="list-style-type: none"> Not all states are covered. Not all states allow all levels of sex offender information to be shared (Ex: level 1 offenders aren't shared for some states). Information shared with the public may differ state by state. Not all sex offender information can be used in making a hiring decision (depends on the state). 	<ul style="list-style-type: none"> Pre-employment Promotion
Social Security Verification (SSNV)	<ul style="list-style-type: none"> Verifies 2 out of 3 for DOB, SSN, and name. Returns all names associated with the above. 	<ul style="list-style-type: none"> Based on credit header info, not a name match from Social Security Administration. 	<ul style="list-style-type: none"> Data verification only--can not be used to make a hiring decision for the information returned.

Appendix B: Types of Drug Tests and Biometrics

Background Component	Pros	Cons	Best For
Breath Alcohol Test–BAT	<ul style="list-style-type: none"> • Immediate results—at clinic. • Defensible in court. • Non-invasive. • Governed by the ADA—helps with compliance. 	<ul style="list-style-type: none"> • Can only be done at third-party collection facilities. • Price. 	<ul style="list-style-type: none"> • Random • Post accident • Reasonable suspicion
Breath Alcohol Test–BAT (rapid oral fluid)	<ul style="list-style-type: none"> • Immediate results—on premise. • Less expensive than conventional. 	<ul style="list-style-type: none"> • Not permitted in all states. • Customer self administration and tracking, or if service provider is tracking info, then customer or clinic must send it to a provider. • For non-negative results, must follow up with a conventional BAT. 	<ul style="list-style-type: none"> • Random • Post accident • Reasonable suspicion
Driver Qualification File (DQF)	<ul style="list-style-type: none"> • Electronic file and monitoring service. • Helps with DOT compliance. • User friendly reporting. 		<ul style="list-style-type: none"> • Pre-screening drivers/DOT • Annual screening drivers/DOT
Fingerprinting	<ul style="list-style-type: none"> • Nationwide collection network. • Flexible easy scheduling with National Scheduling Center or online scheduling. • Print-based as opposed to demographic-based. • Electronic print submission capability. • Results usually delivered in three to five hours. 	<ul style="list-style-type: none"> • There will always be a percentage of individuals who cannot be printed; 5 percent or less. After two to three rejections, a name check will be ordered, which takes 4-6 weeks. 	<ul style="list-style-type: none"> • Pre-employment for regulated industries including Banking, Finance, TSA and FINRA.
Immunization	<ul style="list-style-type: none"> • Billing consolidation. • A Medical Review Officer can review the exam. 	<ul style="list-style-type: none"> • Critical to have all details clearly documented. • Must have applicant consent in some states, if medical exam is not a job requirement. • Service providers may not be able to order the exam, due to not being licensed in every state. • Applicant must consent that service provider can call the physician for any further review of questionable results. 	<ul style="list-style-type: none"> • Pre-screening drivers/DOT • Annual screening drivers/DOT

Background Component	Pros	Cons	Best For
Oral Fluid (lab based)	<ul style="list-style-type: none"> • Self-collected by employer. • Approximately same spend as lab-based urine. • Non-invasive. • Cannot adulterate the specimen. • Can include alcohol. 	<ul style="list-style-type: none"> • Requires purchase of collection device. • Not permitted in all states. 	<ul style="list-style-type: none"> • Pre-employment • Post accident • Reasonable Suspicion • Random
Oral Fluids (instant) - Clinic	<ul style="list-style-type: none"> • Immediate results. • Cannot adulterate the specimen. 	<ul style="list-style-type: none"> • Not legal in all states. • Marijuana detection window is short. • Customer tracking, or if service provider is tracking info, then customer or clinic must send it to provider. • Test results are subject to interpretation (no quality control). • More expensive than urine conventional. • For non-negative results, must follow up with an alternate lab-based test. 	<ul style="list-style-type: none"> • Post accident • Reasonable suspicion
Oral Fluids (instant)–Self Collect	<ul style="list-style-type: none"> • Immediate results. • Cannot adulterate the specimen. • Less expensive than lab-based urine. 	<ul style="list-style-type: none"> • Not legal in all states. • Marijuana detection window is short. • Customer self-administration and tracking, or if service provider is tracking info, then customer must send it to provider. • Test results are subject to interpretation (no quality control). • For non-negative results, must follow up with an alternate lab-based test. 	<ul style="list-style-type: none"> • Post accident • Reasonable suspicion
Physical Exams	<ul style="list-style-type: none"> • Billing consolidation. • A Medical Review Officer can review the exam. • Provides clients with a comprehensive review of their wellness programs. • Helps with compliance. 	<ul style="list-style-type: none"> • Critical to have all details clearly documented. • Must have applicant consent in some states, if medical exam is not a job requirement. • Service providers may not be able to order the exam, due to not being licensed in every state. • Incompetent performance of the DOT examination can result in liability. • Applicant must consent that service provider can call the physician for any further review of questionable results. 	<ul style="list-style-type: none"> • Pre-screening drivers/DOT • Annual screening drivers/DOT

Background Component	Pros	Cons	Best For
Oral Fluids (instant) - Clinic	<ul style="list-style-type: none"> • Immediate results. • Cannot adulterate the specimen. 	<ul style="list-style-type: none"> • Not legal in all states. • Marijuana detection window is short. • Customer tracking, or if service provider is tracking info, then customer or clinic must send it to provider. • Test results are subject to interpretation (no quality control). • More expensive than urine conventional. • For non-negative results, must follow up with an alternate lab-based test. 	<ul style="list-style-type: none"> • Post accident • Reasonable suspicion
Urine Drug Testing	<ul style="list-style-type: none"> • Labs are certified. • Good turnaround time. • Gold standard. • Customer service and tracking done by provider. 	<ul style="list-style-type: none"> • Results not immediate. • Tampering can occur. • Rely on collection sites to accurately complete collection. 	<ul style="list-style-type: none"> • Pre-employment • Promotion • Random • Post accident • Reasonable suspicion
Urine Rapid Response - Clinic	<ul style="list-style-type: none"> • Immediate results. 	<ul style="list-style-type: none"> • Not legal in all states. • Tampering can occur. • Customer tracking, or if service provider is tracking info, then customer or clinic must send it to a provider. • Test results are subject to interpretation (no quality control). • More expensive than lab-based urine. 	<ul style="list-style-type: none"> • Pre-employment • Promotion • Random • Post accident • Reasonable suspicion
Urine Rapid Response—Self Collect	<ul style="list-style-type: none"> • Immediate results on negative screens. • Less expensive than lab-based urine testing. 	<ul style="list-style-type: none"> • Not legal in all states. • Tampering can occur. • Customer self-administration and tracking, or if service provider is tracking info, then customer must send it to a provider. • Test results are subject to interpretation (no quality control). • For non-negative results, must perform confirmation testing. 	<ul style="list-style-type: none"> • Post accident • Reasonable suspicion



We can help. For more information, contact First Advantage today:
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