



# My Policy Assistant

The ADP® My Policy Assistant (MPA) adds consistency to the background screening process and can increase efficiency across your organization. Aiding adherence to your company's evaluation criteria through automated review of background screening results, MPA helps remove the guesswork and subjectivity when comparing screening results to your company policy.

## My Policy Assistant

ADP offers a comprehensive technology solution and service expertise to help companies of all sizes effectively and efficiently address the administration of candidate background screening.

MPA is designed to apply screening criteria as defined by your company policies to candidate screening results, quickly and consistently. Candidate screening results are clearly identified as either meeting your screening criteria, or as requiring additional review to conduct an individualized assessment of that candidate pursuant to applicable laws and/or Equal Employment Opportunity Commission (EEOC) guidance.

Clients trust ADP to deliver accurate and compliant background screening. Our innovative MPA solution

provides reliable results through a "Meets Client's Policy" or "Requires Client Review" summary in a simplified, user-friendly technology interface. "Requires Client Review" puts your company in a position to apply HR best practices and follow EEOC guidance by reviewing each record individually. For additional information, please go to: [www.eeoc.gov/laws/guidance/arrest\\_conviction.cfm](http://www.eeoc.gov/laws/guidance/arrest_conviction.cfm).

## Getting Started is Easy

MPA's online interface is the engine that helps you get the information you need, when you need it. Our trained background screening specialists will assist you with configuring MPA and enabling the system to process screening results against your company policies. ADP works with you to identify when a candidate record needs to be reviewed by your HR professional, according to your company policies.



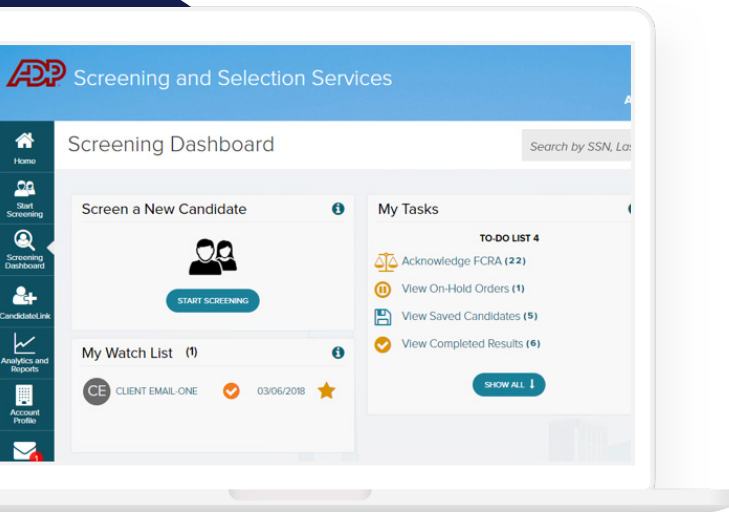
**MPA can be configured to map to a variety of background screening products.**

- **Substance Abuse Test:** Adjudicated based on sample results
- **Bankruptcy Records Search:** Adjudicated based on record results
- **Credit Report:** Adjudicated based on open Public records or Collection
- **Criminal Records Search:** Adjudicated based on categories aligned with Federal Sentencing Guidelines
- **Civil Records Search:** Adjudicated based on record results
- **Verification Tools:** Adjudicated based on validity of social security number
- **Motor Vehicle Record:** Adjudicated based on state code violations
- **Reference Verification:** Adjudicated based on record results
- **Sex Offender Registry Search:** Adjudicated based on record results
- **Government Registries Search:** Adjudicated based on record results
- **Workers Compensation Records Search:** Adjudicated based on record results
- **Global Searches:** Adjudicated based on record results



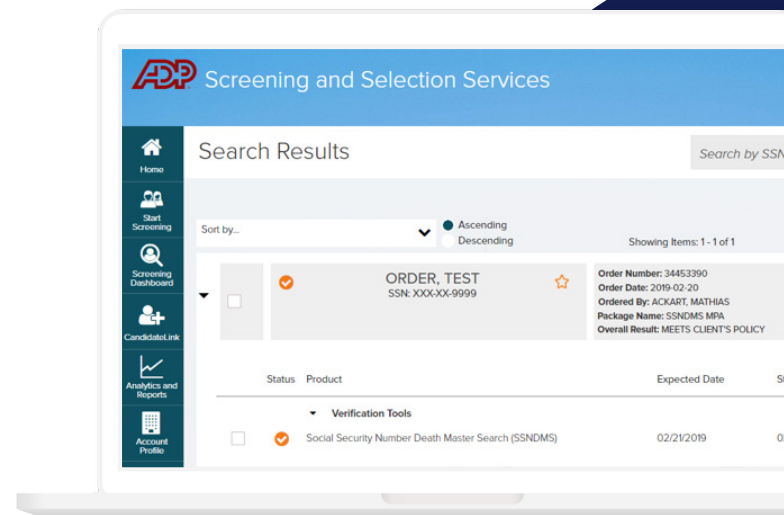
**Always Designing  
for People™**

## MPA Capabilities



1 **SELECT:** Screening Dashboard - Quick access to view completed orders that either meet your screening policy or require further review.

2 **SELECT:** Search Results - Provides an actionable view of MPA results for completed orders at both the overall order level and the individual product level.



3 **SELECT:** MPA Details - Displays additional info on how the order was adjudicated when special circumstances exist.

