



Background, Drug Testing and Medical Screening Services



A more human resource.™

ADP Background, Drug Testing and Medical Screening Services

A comprehensive approach to selecting the right candidates

ADP® provides U.S.-based multinational organizations with an integrated background screening solution built with on-demand technology supported by our screening and compliance expertise. Our systems dig into available public records to help ensure application information is accurate and that you have all the background knowledge you need on the talent you wish to bring on board. We help streamline the onboarding process by validating candidate information against Social Security Administration records and other public information.

The technology enables companies to optimize their background check processes for U.S. and international locations under one system. We offer our clients:

- Comprehensive identification authentication
- Criminal background checks
- Employment, education, personal/professional, and credential verifications
- Additional public records and registries
- One system for both domestic and global candidate and employee screening
- Workflows integrated with other ADP solutions

ADP background, drug testing and medical screening services deliver a complete approach to help ensure that the candidates you chose to work for your organization meet your expectations. Leveraging our expertise could also help reduce your time to hire, manage risk, and provide valuable insights into your organization. Our comprehensive solutions search available public information on your candidates, are configurable to your industry and organization's unique needs, and helps ensure that any new hire will be a good fit for your company.





ADP Background, Drug Testing and Medical Screening Services

Performing millions of background checks in over 165 countries per year for companies of every size, our solutions can be configured to meet your global business needs.

Candidate Verification

Candidate verification information reports on a new hire's Social Security Number, including a Social Security Death Master Search, along with a name trace and other names the candidate may have used.

Social Security Number Death Master Search: within seconds, the search compares the Social Security Number against the Social Security Administration (SSA) Death Master File which contains death records reported to the SSA from various sources, excluding protected state records

Social Security Number Verification: determines if the name and Social Security Number provided by a candidate matches SSA records during the screening process and before a job offer is extended

Name Link: provides a detailed list of names and addresses that have been associated with the Social Security Number

Other Names: identifies and suggests additional names to be screened for the candidate and automatically builds searches into your order based on your guidelines

Reference Verification

Reference verification covers employment and education verification as well as personal and professional credentials.

Employment Verification: investigates dates of employment and position held, wages earned, eligibility for rehire, and reason for leaving or termination

Education Verification: confirms degree awarded, dates of attendance, and level attained (i.e., high school, college, GED)

Credential/License Verification: includes license type/license number, issue date/expiration date, standing/status, and issuing authority

Professional Verification: reports on the number of years source knew candidate, nature of their relationship, positive/negative qualities of candidate, source's recommendations for candidate's employability, and standing/status



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Criminal Searches

Trust the experience of ADP to help you through the process of selecting court records. We are able to derive a comprehensive criminal screening solution comprised of other names, addresses, and criminal database information using our proprietary order building technology to help build the most complete search for your candidate at your direction.

Federal Criminal Court Records: reveal candidates who may have violated immigration laws, committed fraud, or have been convicted of weapons violations, drug trafficking, or federal crimes

State Criminal Court Records: offers a broader search within a state, consolidated statewide information found at the state police or other central repositories

County Felony and Misdemeanor Records: searches a large network of court researchers to obtain county criminal records information directly from county courthouses or primary county court record repository

Registries

ADP searches a variety of government registries during the background search process. These include state sex offender searches, FDA sanctions, FACIS® 1, 1M, and 3, and OIG and GSA searches.

Multi-State Sex Offender Search: checks state public sex offender registries to reveal individuals who are listed on the registry due to convictions for sexual offenses, habitual offenders, and other sex-related crimes

Government Sanctions Registry (GSR): offers data from more than 30 sources, including the Office of Foreign Asset Control (OFAC), Office of Inspector General (OIG), United Nations Consolidated Sanctions List, European Union Terrorism List, and World Bank Debarred Parties

OIG/GSA Sanctions and Registry: offers an instant search of the Office of Inspector General and General Services Administration federal databases of sanctioned and debarred individuals

Fraud and Abuse Control Information Systems® (FACIS): a database of adverse actions of individuals and entities sanctioned in the health care field. ADP's FACIS levels 1, 1M, and 3 searches can help clients more effectively screen health care candidates

Estimated cost for
replacing a mid-level
employee is 200% of
their annual salary.

Inc. 500, 2014



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Compliance Services

In-house counsel and expert compliance guides and services to help keep employers up to date on ever changing laws and regulations pertaining to background screening.

Compliance Guides: offer guidelines for screening new candidates or current employees in accordance with state and local laws known as “Ban the Box” laws restricting employers use of criminal record information

Legislative Alerts: provide clients with a fast, high-level overview of federal and state legislative bills turned laws that may potentially impact their screening policies and practices

Quarterly Compliance Webinars: provide helpful compliance and legal insight into current and trending screening topics

The Guide: a central repository containing pertinent screening and selection information, such as client and applicant forms, product information, links to the FCRA and compliance overviews

Drug Testing and Medical Screening

Drug testing and medical screening are also offered as part of the background screening process.

Drug and Alcohol Screening: includes urine drug screens, oral fluids testing, special tests, D&L isomer tests, breath alcohol tests (BAT), saliva tests, instant tests, and random selection/testing*

Physical Management: includes DOT physical scheduling and location mapping. Candidates are sent an e-passport instructing them on how and where to have the physical completed*

**Available through integrated partnership with eScreen®*



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Global Capabilities

Whether an organization has locations outside of the US, or are hiring foreign nationals in the US, organizations of all sizes are increasingly finding that their domestic screening policies need to incorporate global screening as well.

Exceptional Client and Candidate Support

- Dedicated global services team
- Deep domain expertise
- 5x24 support
- Translation support available in most languages
- Electronic method for collecting additional data or documents from candidates that are required for processing the global or domestic background check

Simple Technology Solution

- Real-time pricing, turnaround time and release requirements provided at the time of order
- 7x24 availability
- Single workflow for both domestic and global screening and results
- Upload capabilities for providing data, documents and releases into the system to help speed turnaround times
- No pass-thru fees keeps spending predictable
- Online forms repository for all countries with specific document requirements

Global Services

Global screening is available in over 165¹ countries for US-based multinational organizations. The types of solutions available by country will vary due to data privacy or employment laws which restrict such checks. Services include:

Criminal Court Records: verify criminal background information outside of the US, sources such as the National Police authority, Ministry of Justice, local Police stations, or secure court databases may be utilized

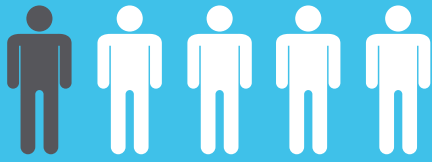
Bankruptcy Court Records: search for applicable Bankruptcy records as available by the government entities

Civil Court Records: include non-criminal cases of issues such as personal civil matters

Employment Verification: is performed to check the previous experience claimed by a prospective employee. The information provided by the candidate is compared with the result received from the source

Education Verification: is primarily performed to see if the potential employee had graduated or received a college degree, graduate degree, or some other accredited university degree. The information provided by the candidate is compared with the result received from the source

¹ ADP provides screening coverage in over 165 countries, as well as dependencies and territories.



1 in 5 Asia Pacific employees have some form of background discrepancy, nearly **20%** of which are related to education.

Reuters, 2014



Credit Reports: credit verification performed of the available credit authority

Financial Services Authority Checks: unveils a candidate's current and past controlled functions as well as their disciplinary history. The report will also highlight whether the candidate

Driving Records: covers records of speeding, accidents or not adhering to driving rules specified by transportation authority of the country

Identification Checks: with this verification, clients may verify the authenticity of physical identity documents such as a national ID, driver's license or passport

Address Confirmations: a confirmation of address is conducted via government and local databases is conducted to verify the address provided and stay duration. Credit information may also be utilized to confirm address

Open Media Search: this web and media check is conducted to verify potential criminal or unethical activities in which the candidate may have been involved. Sources include web media, social media and news media

Global Database Search: is performed by employers to determine if a candidate was involved in any serious crimes like terrorism, financial frauds, narcotics etc. This search includes a review of over 500 lists across various countries in order to cover this information

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Additional Services

My Policy Assistant: applies your screening criteria to candidate screening results

Elite Reference Verifications: contacts candidates and/or recruiters to obtain additional reference phone numbers and supporting documents

Adverse Action Notifications: our specialists handle all FCRA-mandated candidate correspondence and oversee the consumer dispute process

Federal Civil and County Civil Searches: identify individuals involved in lawsuits filed against private parties or corporations for inappropriate or unlawful actions

Credit Search: produces a credit report on candidates applying for positions, instantly in the US. (some state restrictions apply)

Workers Compensation Reports: identify (post-job offer) whether a candidate can safely perform the essential functions of the job, with or without reasonable accommodations

Motor Vehicle/Driving Records: search driving convictions, violations, suspensions, license status, and driving history

Screening Assurance For Employers (SAFE®): multiple SAFE reports available to help manage your internal screening processes and policies

Management Reporting: view, print, and save various completed reports online, with desired level of detail



18%

of screens uncover discrepancies between the information reported by a reference and candidate*



13%

of candidates screened had two or more adverse records (concerning employment references, criminal history, driving, etc.)*



39%

of candidates screened have one or more driving violations*



46%

of candidates screened credit history had a record*

ADP's Screening and Selection Reporting, 2014

ADP Background, Drug Testing and Medical Screening Services

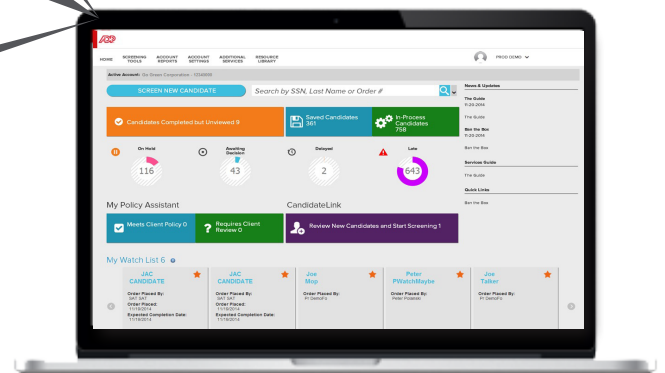
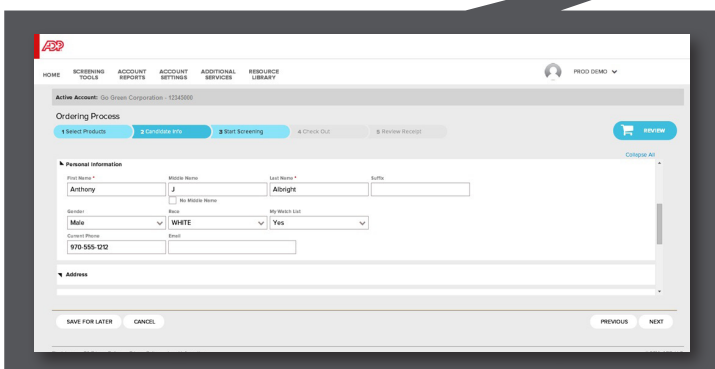
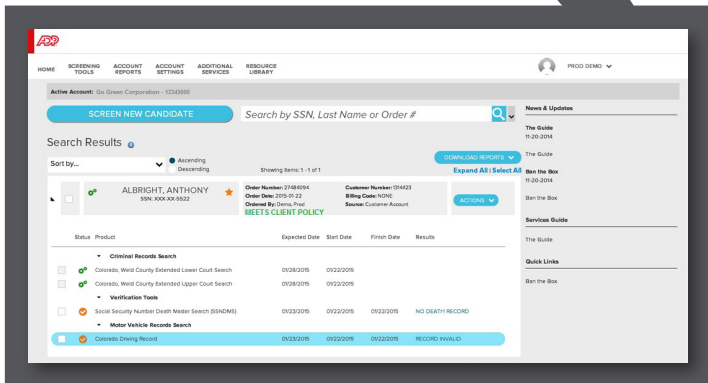
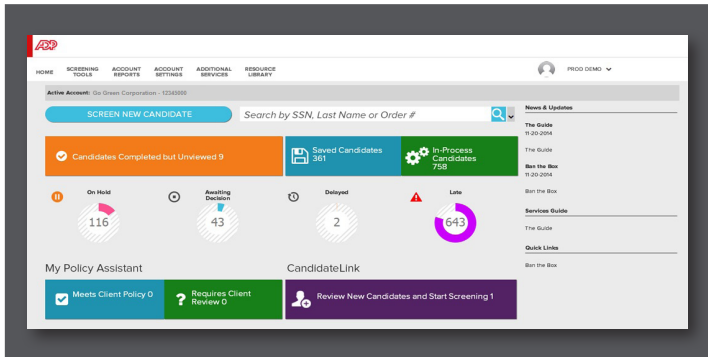
The Next Generation User Experience

ADP brings you the next generation user experience of our ADP® Select application. In addition to a modern, responsive interface, it provides access to additional functionality and products, including:

My Watch List: this landing page provides an overview of the most important information about your account. It also offers a simple way to closely monitor candidates with a status card for each one

My Policy Assistant Access: clients can easily see which candidates meet their hiring policy, and which require further review, directly from the landing page

Global Screening and Enhanced Workflow for Candidates With Maiden/Other Names: global and domestic screening is available in a single workflow rather than multiple systems





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About ADP® Background, Drug Testing and Medical Screening Services

ADP® Background Drug Testing and Medical Screening Services has the tools and expertise to quickly and accurately scrutinize the backgrounds of your candidates, conduct drug screening, administer I-9/E-Verify® services, and help you comply with state and federal regulations. Our flexible products adapt to your business needs and are backed by world-class customer service, industry expertise, and timely information. Accelerate your hiring process and make more informed compliance and employment related decisions by leveraging ADP's solution. For more information, please visit www.adp.com or call 800-225-5237.