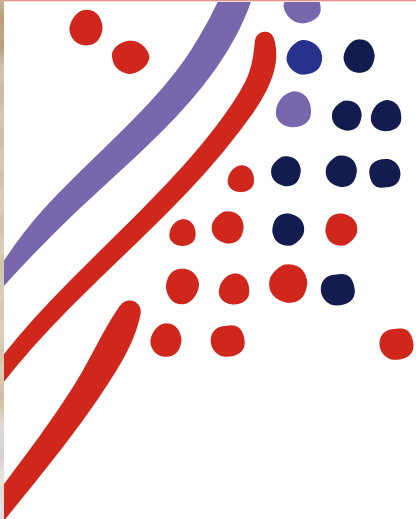# Background, drug testing and medical screening services

ADP
Always Designing
for People™

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.

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 help ensure that any new hire will be a good fit for your company.

Performing millions of background checks in over 170 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 data associated with a potential new hire's social security number and includes results from a Social Security Administration (SSA) 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 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.

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.

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.

Order Builder: provides a solid starting point for identifying where to screen court records based on a candidate's public record and government sources. This reveals address history the candidate may not have disclosed.

ADP Crim Radar®: accesses millions of criminal records to identify any reports in locations not provided in your candidate's history.

Federal criminal court records: offers a search to 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: offers a search of a large network of court researchers to obtain county criminal records information directly from county courthouses or primary county court record repository.
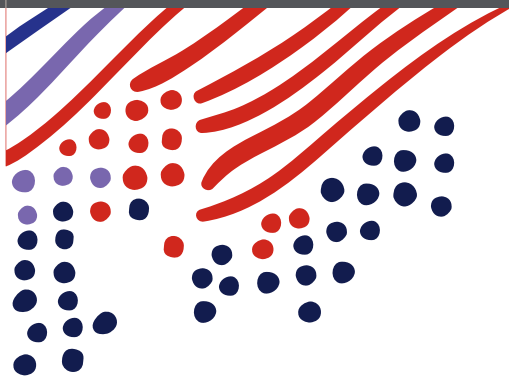
Registries

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 150 percent of their annual salary.

— TLNT, 2015

Compliance services

Compliance guides and alerts are available 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 highlevel overview of federal and state legislative bills turned laws that may potentially impact their screening policies and practices.

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 Fair Credit and Reporting Act (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.

42%

of surveyed companies screen international candidate's international backgrounds

— HR Magazine, December 2016

Global capabilities

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

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
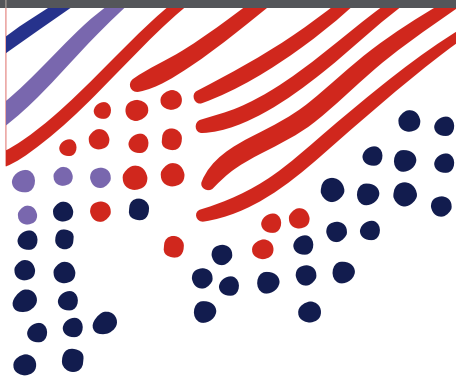
Global services

Global screening is available in over 170[1] countries for U.S.-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 graduated or received a college degree, graduate degree, or other accredited university degree. The information provided by the candidate is compared with the result received from the source.

Financial Services Authority (FSA) checks: unveil a candidate's current and past controlled functions as well as their disciplinary history. The report will also highlight whether the candidate has been prohibited from working in controlled functions by the FSA.

Credit reports: include credit verification performed from the available credit authority.

Driving records: cover 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: are conducted via government and local databases and are used 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, social, 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.

44%

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

11%

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

38%

of candidates screened have one or more driving violations*

42%

of candidates screened have one or more driving violations*

*ADP's Screening and Selection Reporting, 2016

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.

Pre-adverse and adverse action services: assists you with the administrative tasks of sending pre-adverse and adverse action letters in alignment with federal, state and local legislation.

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 U.S. (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.

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

CandidateLink® Data Collection: allows recruiters to send a direct link to a candidate and capture additional data to generate the screening package during the application process, adding or correcting information along the way. Recruiters no longer have to wait until after the offer is made to start this critical process.

CandidateLink reduces the amount of physical forms an applicant might need to provide to supplement any missing data. Recruiters are able to gather information electronically, which is especially crucial for clients that want a fully web-enabled experience.

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:
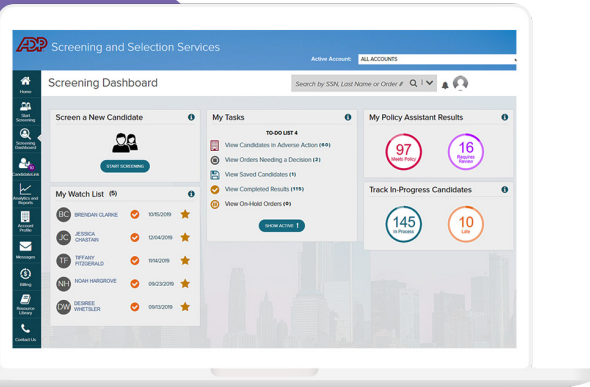

Screening Dashboard: this page provides an overview of the most important information on your account so you can monitor the status of your candidates and quickly drill in to key steps.

My Policy Assistant: clients can easily access from the Screening Dashboard which candidates meet their hiring policy and which candidates require further review.
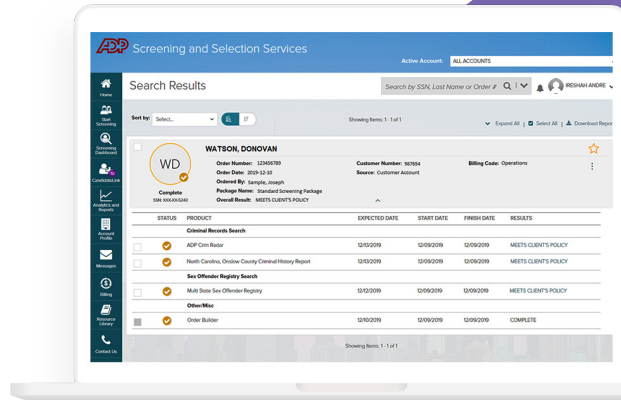
Enhanced workflow: conduct domestic and global screening for candidates, including current and former names, within a single workflow.
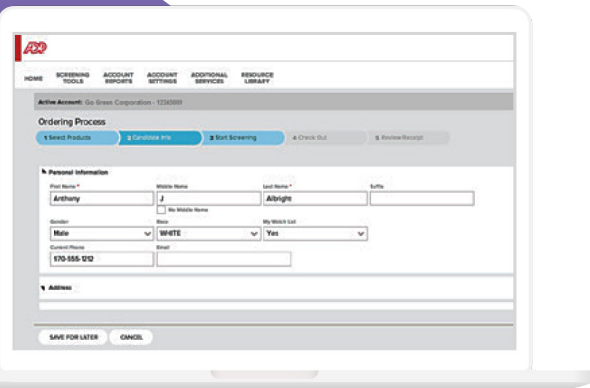
About ADP background, drug testing and medical screening services

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.

OMNIA Partners/ADP Contract # R191302

Pre-Employment Background Screening, Related Products and Services
Contract Period: January 1, 2020 to December 31, 2022

- This contract has been competitively solicited and publicly awarded with no need to go through a costly and time-consuming solicitation process. It has already been done for you!
- Available to state and local government entities and educational institutions in all 50 states.

All contract documentation is available on omniapartners.com/publicsector

About OMNIA Partners

OMNIA Partners, Public Sector is the premier purchasing organization for state and local government, K-12 education, colleges and universities. All contract available have been competitively solicited and publicly awarded by a government entity serving as a lead agency while utilizing industry best practices and processes. With the most experienced team in cooperative procurement and supply chain management, OMNIA Partners, Public Sector has the expertise to help public organizations achieve their strategic goals.

For more information,
visit adp.com/backgroundchecks or call 800-225-5237
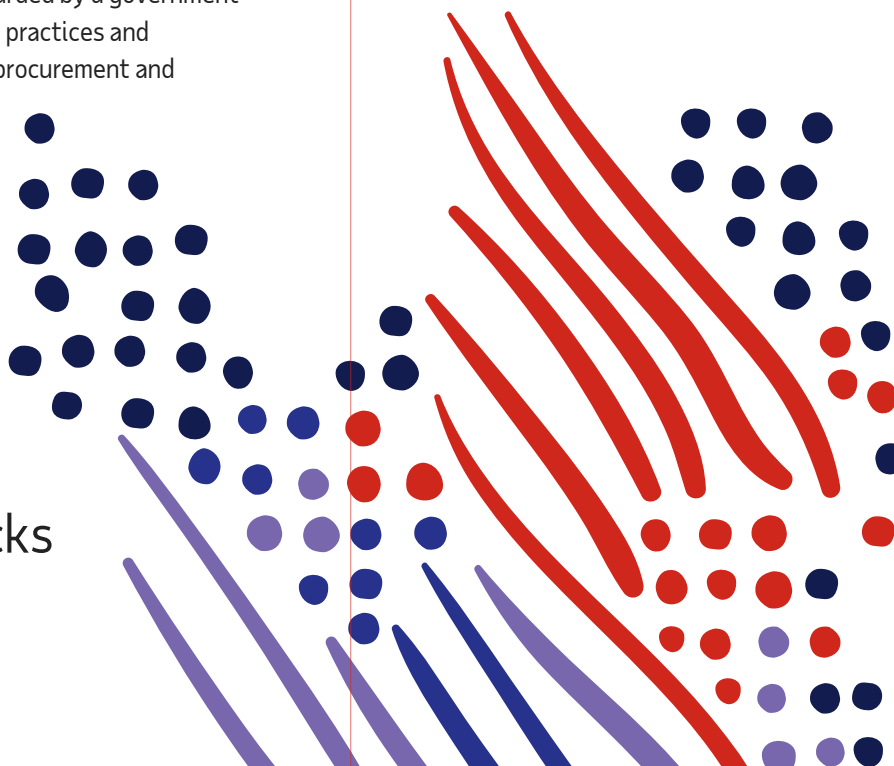
About ADP

Designing better ways to work through cutting-edge products, premium services and exceptional experiences that enable people to reach their full potential. HR, Talent, Benefits, Payroll, Time and Compliance informed by data and designed for people. Learn more at ADP.com.

ADP®
Always Designing for People™