Hireology

BACKGROUND CHECKS
FEATURES OVERVIEW

HIREOLOGY BACKGROUND CHECKS

BACKGROUND SCREENING AND VERIFICATION IS A CRITICAL PART OF THE HIRING PROCESS.

Whether you're looking for someone to run your back office, interact with customers, their data and transactions, or provide professional services for clients, your team needs trustworthy and responsible team members to help run your business.

Hireology partners with Accurate Background to provide background checking capabilities for all Hireology clients.

Together, our capabilities span a variety of verifications, including:

• National Criminal Database Search

• County Criminal Search (past 7 years)

• Address Mover (SSN Trace)

• Five Panel Drug Screen

• Motor Vehicle Report

• Education Verification

Unlike standalone verification services, Accurate Background is integrated directly within Hireology. From selecting the required background checks, obtaining candidate authorization, verifying the results, and payment, everything is managed within Hireology to ensure accurate and timely turnaround of applicant screening results, saving time, eliminating errors and ensuring each new hire can be properly vetted before you extend an offer.

REQUESTING A BACKGROUND CHECK

Within Hireology, you can navigate to the job overview screen and click **"Send"** in the background check section to begin the background check request. Select the preferred test and click "Send" to begin the process. From there, Hireology automates the candidate authorization, data collection, and testing procedures.
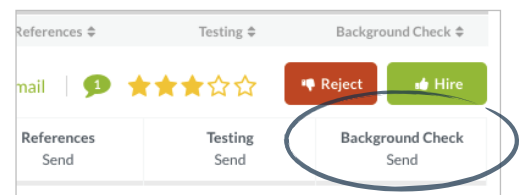
Instead of managing background checks as a completely separate process for each person you look to hire, we'll manage each step for you directly within Hireology, and send a notification as soon as the results are back.

HIREOLOGY VERIFICATION CAPABILITIES:

- Completely automate the candidate authorization and verification process
- Receive the results directly within Hireology along with all other candidate information
- Have peace of mind that your hires are accurately representing your business
- Manage both hiring and background checking as one seamless process
- Ensure your company is following a legally-compliant background screening process
- Obtain qualitative information on candidate performance without the need to conduct manual phone calls or follow-ups

Given the sensitive nature of business and customer safety, data, and financials, Hireology recommends background checks as a hiring best practice for all final-round candidates applying to your organization.

To start using background checks as part of your Hireology experience, contact your customer success manager today.

EXPECTED TURNAROUND TIMES

Turn around times are dependent on the verification package requested as well as timing with your local country court system. Below, we've outlined average timing to expect.

- **Verification Quick Search** – Typically available 72 hours following applicant consent
- **Verification Quick Search with additional service** – (Drug Test, etc) 96 hours after consent
- **Verify Package (Quick Search + Employment & Education Verification)** – 5 business days

A FEW ADDITIONAL NOTES ON TURNAROUND TIME:

- Background checks can only be conducted during normal business hours while courts are open and in session.
- Federal holidays and other disruptions may slow turnaround time from the court system.
- References requested on weekends or holidays may not be reviewed until the following business day.

BACKGROUND CHECK & VERIFICATION BEST PRACTICES

- The applicant will be notified via email to authorize the verification request and provide their information to begin the process. We recommend all applicants use a desktop or laptop computer to complete this process.

- When available, testing and verification results will appear within Hireology and through an email notification as soon as the check is complete.

- If a drug screening is required, the applicant will be automatically emailed a passport that contains details on their closest testing facility as well as the required details they must bring with them for the test to be administered.

- The County Criminal Search looks back at 7 years of applicant activity.

For details on using background checks as part of your Hireology experience, contact your customer success manager today.