



## About Our Verifications

All employment verifications are conducted under the strict guidelines of the federal Fair Credit Reporting Act (FCRA).

On average, we turn around all orders in 58 hours and 80% of all employment; 90% of all education verifications are returned with data.

Updates and results include date/time stamped and initialed status notes.

Receive new status notes and completed orders posted to your account automatically within 30 minutes, 24/7.

When third party fees are incurred, they are paid in advance on your behalf and detailed on your invoice.

Our verifications and reference checks are performed throughout the entire U.S.A.

We stay within federal guidelines, play all the phone tag, do all the faxing, keep detailed notes and put everything into an easy to read and understand report!

What questions do we use when we do our verifications?

### **Personal Reference**

1. How long have you known the applicant?
2. What is your relationship to the applicant?
3. Have you ever worked with the applicant?
4. If you have worked with the applicant, what was the applicants job and the nature of his/her duties?
5. In terms of employment, what would you say are his/her greatest strengths?
6. In your opinion, is the applicant a punctual employee?
7. In your opinion, is the applicant a reliable employee?
8. Would you hire this person? If so, why? If not, why not?
9. In your opinion, does the applicant have good communication skills?
10. In your opinion, does the applicant have good technical skills? If so, please explain?



### **Employment Verification**

1. Start Date?
2. End Date?
3. Title?
4. Reason for Leaving?
5. Eligibility for rehire?
6. Name of Verifier?
7. Title of Verifier?
8. Phone Number of Verifier?
9. Verify Social Security Number?
10. Full Time or Part Time?
11. What was/is the applicants job and the nature of his/her duties?
12. What was his/her reason for leaving?
13. Is his/her attendance record good?