



*"Helping Employers Protect Their Workforce, Clients and Reputation through Employment Screening and Drug Testing"*

Randisi & Associates, Inc. has been helping companies implement and maintain employment screening/background investigation and drug testing programs since 1995. Your firm would receive customized assistance and training for this process from our firm.

Many companies, no matter whether the process is being done for the first time or has been in place for many years, require customized assistance to comply with applicable rules and regulations and EEOC guidelines. Many companies think the process is a "green light, red light" process that can be done by sending a request to a "cheap" database service on the web for a small fee. This type of thinking gets many companies into trouble.

This activity is a judgment process that requires the assistance of someone familiar with applicable rules and regulations.

There are many aspects of a good employment screening/background investigation program that need to be discussed before we present a set of reports and related fees.

Obviously, you want the best provider at the best rate. Following are questions that should be asked of any vendor providing background investigations in regards specifically to criminal conviction searches:

- 1- Does your firm have the resources to deliver employment verifications, education verifications and criminal conviction searches on a national and international scale?
- 2- Does your firm have customer service hours for the full day business day?
- 3- Does your firm provide federal and state regulatory guidance (especially for the FCRA) for its clients?
- 4- Does your firm provide a national database report to assure that crimes committed in jurisdictions other than the county of residence, may be uncovered? Will any "preliminary indication" of a criminal conviction be automatically confirmed at no additional cost? Are any former or alias names processed through the database at no additional charge?
- 5- Does your firm provide technology that allows your firm to comply with the Fair Credit Reporting Act requirements without handling paper forms?
- 6- Does your firm provide technology that allows the applicant to provide all the information needed to perform the background investigation and employment screening process on-line with minimal handling by hiring managers?
- 7- Is your firm's information system HR-XML certified, thus demonstrating ability to interact with other HR-XML certified Human Resource Information Systems?
- 8- What is your policy and procedure regarding any incorrect information that may be in a consumer report provided by your firm?
- 9- Will a representative be available to meet with appropriate levels of management to assist with training and implementation?
- 10- Can your firm also deliver third party administration of a drug testing program?

After you present other vendors with these questions, we would like to take a brief amount of time with appropriate individuals to review obtained answers and then make sure that we would be a good fit for your firm. We would look forward to reviewing the results of your due diligence search with you at your convenience.

Warm regards,

*Jim Randisi*

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