HireRight Adjudication 3.0 Services

» Compares candidates’ employment screening results to company defined standards
» Identifies reports that require additional review and assessment
» Helps ensure current hiring guidelines are consistently applied

Key Benefits:
» Allows for consistent, policy-based decision making
» Increases administrative efficiency across organization
» Centralizes tasks to effectively manage report review
» Creates a defensible, well-documented practice
» Facilitates compliance with specific statutory requirements

Simplified Management of Background Reports
HireRight’s adjudication process helps employers streamline their hiring decision process by comparing the employment screening results of a candidate to the employer’s defined hiring guidelines. Adjudication rules can be as simple or complex as required; can be set by country or region to facilitate global hiring; and can be configured to comply with mandated regulatory guidelines. Configurable access controls are available to grant viewing and status-setting rights.

HireRight Service Levels
Managed Adjudication
The completed background screening reports are manually reviewed by a HireRight adjudicator using the employer’s designated hiring guidelines. Reports that satisfy the employer’s guidelines are identified as “meets company standards”; all others are identified as “pending” for the employer to review and determine adjudication status. HireRight will not adjudicate any final adverse employment decision regarding a candidate’s suitability for hire.

Self-Adjudication
The self-managed adjudication option utilizes HireRight’s automated adjudication process in which the HireRight system performs an initial triage against the employer’s guidelines. Clear background screening results are identified as meeting adjudication guidelines and are placed in the employer’s complete status queue within the HireRight system. All other (non-clear) results are directed into a pending workflow for the employer to review the screening report and determine the final adjudication status.

In addition, HireRight provides the employer with the option for HireRight to send pre-adverse and adverse action notice letters (if applicable) at the direction of the employer, based on certain adjudication statuses\(^1\). Decision reasons can be documented by the employer by selecting a pre-determined guideline or manually entering the reason.

\(^1\) Contact HireRight for additional information on our Adverse Action Services and available options.

Getting Started
For more information about HireRight’s Adjudication Services, call or visit us online.
800.400.2761 in the U.S. and Canada or +1 949.428.5800 worldwide.
www.hireright.com