



- **Compares your candidates' employment screening results to your company's hiring guidelines**
- **Quickly identifies screening reports that require your additional review and assessment**

## Why use HireRight's Adjudication Service?

HireRight's Adjudication service is ideal for companies that background screen candidates regularly and for varied roles. This service can help your organization:

- Streamline hiring processes and save time by highlighting only those screening results which require your additional review and assessment
- Ensure hiring decisions, after background screening, are consistent and defensible

## HireRight's Adjudication Service

With this service HireRight reviews the background screening results of your candidates against your defined hiring guidelines for the position.

Once your candidate's screening results are reviewed by HireRight a status is applied to each result indicating whether they meet your hiring guidelines or if your review is required. Results that meet your hiring guidelines are identified as "Meets Company Standards" and may not require further review from you. This reduces the number of reports you need to see helping to streamline your processes and promotes consistent hiring decisions.

If further review is needed, results are identified as "Client Review Required" so you can review and determine if your candidate meets your company's hiring standards.

Your hiring guidelines and associated adjudication rules can be as simple or complex as required and can be configured by you to help address regulatory guidelines. Multiple guidelines can be configured on a single account so you can easily manage roles with different hiring criteria.

You also determine who in your organization can review reports, set adjudication statuses and make decisions on results that require further review. This gives you better control over your company's hiring decisions, as well as supporting your compliance with any applicable employment regulations.

You can choose between two types of Adjudication Service: **Managed Adjudication** or **Self-Adjudication** which are described below.



# Adjudication 3.0

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## How it Works

### Managed Adjudication

HireRight's system performs an initial automated review against your guidelines. Background screening results that are identified as meeting your adjudication guidelines are placed in your complete status queue within your HireRight account. Reports that may not meet your guidelines are manually reviewed by the HireRight Adjudication Team. An adjudication status will be set and the reason for that result will be visible to you. This reduces the number of results that may require your review. HireRight will not adjudicate any final adverse adjudication status for employers. Employers are solely responsible for making the final adverse employment decision regarding a candidate's suitability for hire.

### Self-Adjudication

With this service HireRight's system performs an initial automated review against your guidelines. Clear background screening results are identified as meeting adjudication guidelines and are placed in your complete status queue within your HireRight account. All other (non-clear) results are directed into a pending workflow for you to review the screening report and determine the final adjudication status.

Also, HireRight can provide you with the option to send you pre-adverse and adverse action notice letters (if applicable) at your request based on certain adjudication statuses\*. Decision reasons can be documented by you by selecting a pre-determined guideline or manually entering the reason.

\*Contact HireRight for additional information on our Adverse Action Services and available options.

### Getting Started

For more information about HireRight's Adjudication 3.0, visit us at [www.hireright.com](https://www.hireright.com).

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