

HIRERIGHT® EMPLOYEE CREDIT REPORT

Insight into Credit History of a Candidate



- ❖ Identify candidates who don't meet your risk tolerance
- ❖ See detailed financial information
- ❖ Find jurisdictions for criminal background checks

Introduction

Hiring the wrong candidate can be very costly for organizations, especially when an employee is in a role with financial responsibilities. HireRight's Employee Credit Report can be key in determining the risk of hiring a candidate, particularly if the candidate is being considered for a role with access to financial information, funds and assets. It is important to note that access to and use of consumer credit information is subject not only to the requirements of the Fair Credit Reporting Act (FCRA), but may also be subject to applicable state law regulating the obtaining and use of such information for employment purposes.

Benefits

Where permissible under federal and applicable state law, HireRight's Employee Credit Report may be especially helpful in evaluating candidates with access to or responsibility for financial assets, transactions or decisions. The credit check allows users to:

- ✓ **Reduce Risk** – Uncover candidates who may have credit history that could impact their ability to perform the position for which they are being considered.
- ✓ **Make Confident Decisions** – Get a deeper view of a candidate by examining their history of meeting financial obligations.
- ✓ **Discover Address History** – Help identify jurisdictions for criminal background checks.

Key Features

The information returned on HireRight's Employee Credit Report will vary according to the candidate's credit file. Credit scores are not returned. Information on the credit report may include:

- Bankruptcies
- Tax liens
- Judgments
- Accounts in collection

- Negative accounts paid or charged off
- Active accounts including open loans and revolving credit lines
- Inquiries made by 3rd parties
- Accounts paid according to terms

How it Works

In order to order HireRight's Employee Credit Report, a user must have permissible purpose under the FCRA. In addition, the use of consumer credit information for employment purposes must be legally permissible under applicable state laws. HireRight requires first name, last name, address and Social Security Number (SSN) to perform the search. Once the search is ordered, HireRight receives results from one of the three nationwide consumer reporting agencies. Note, because the request for credit information is for employment purposes, the request will only result in a 'soft inquiry' on the consumer's credit file - meaning that the request should not affect the candidate's credit score.

Considerations

The FCRA regulates the obtaining of consumer report information, including credit information, and all users must have permissible purpose in order to access that information. In addition to the FCRA, a number of states limit the use of credit information for employment purposes. If one of these state laws applies, the employer may be completely prohibited from obtaining credit reports or may be limited to only obtaining reports for certain positions or certain individuals. Lastly, HireRight's Employee Credit Report can only be accessed by users located within the United States.

About HireRight

HireRight is a leading provider of on-demand background screening, drug and health screening, and employment eligibility verification solutions that help employers automate, manage and control screening programs. Many companies, including more than 25 percent of the Fortune 500, trust HireRight because the company delivers customer-focused solutions that provide greater efficiency and faster results. HireRight worldwide headquarters are located in Irvine, California, with offices and affiliates around the globe.

Learning More

For more information about HireRight services, call us at 800.400.2761 in the U.S. and Canada or +1 949.428.5800 worldwide or visit us online at www.hireright.com.

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