



521 W. MAXWELL AVE • SPOKANE, WA • 99201-2417

DIRECT: 509 324-1249 • 1 800 304-1249

FAX: 509 324-1240 • 1 800 845-7435

"It's What You Know"

WWW.ACRANET.COM

Welcome

To ACRANet Employment Screening

What We Do

ACRANet customizes services to match the best practices and needs of our clients in relation to levels of risk and budget considerations. The company's signature three-layer background screening process protects clients from potential civil litigation that can result from:

Over-Reporting: Many background screening companies subscribe to online automated criminal database searches that are hastily done and delivered without verification. Far too often, a "fact" returned about an applicant/employee relates to another individual sharing the same name.

Under-Reporting: Automated searches rely on a perfect match of name and birth date, information that is often inaccurate. This results in returns that are not complete for the applicant/employee being screened.

ACRANet uses a combination of methods by searching public records and private databases for both the given name and for close matches. The same is done for birth dates. Returns are verified through multiple means, such as address history and social security number. Up to three last names are reviewed at no additional charge

Other Searches

Beyond criminal searches, ACRANet provides a full range of employment screening services, including:

- Credit reports
- Reference checks
- Professional license verification
- HHS Inspector General
- GSA list searches
- International information searches
- ...and more

Other ACRANet departments provide mortgage reporting, tenant screening, commercial screening, and services for related industries.

For more information on how ACRANet can meet your needs, please call **1-800-304-1249** or visit us online at www.ACRANet.com for an in-depth look at our services.



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Is your screening company damaging your **BRAND?**

The screening company that you choose to work with affects your reputation. If the company treats an applicant poorly or doesn't respond in a timely manner, *it will reflect poorly upon you*. As a part of providing the best service, ACRAnet does regular consumer outreach to job seekers, and we invariably hear stories of inaccurate screening and slow or no responses from screening companies. These applicants never remember the name of the screening company that abused them, but they always remember your name.

When choosing a screening company, be wary of those that provide "national searches," a term that is blatantly misleading because national searches don't exist. Additionally, know that those who offer "instant results" are not going to give you the accurate information you and your applicants depend upon. Finally, keep in mind that if the screening company isn't giving you impeccable customer service each and every time you call, they are probably being even less responsive to your applicants, who will see that as a reflection upon you.

What is the ACRANet difference?

	ACRANet	Web/Strip Mall Vendor	Big Box Vendor
Multi-State Criminal Search	46 States (Multi-State)	45-42 States (National)	45-42 States (National)
50 State Sex Predator List	Included	Added Fee	Added Fee
HHS/GSA No Hire List	Included	Added Fee	Added Fee
Terrorist Watch List (OFAC)	Included	Added Fee	Added Fee
Financial Institution No Hire List	Included Plus More	Added Fee	Added Fee
Federal Most Wanted List	Included	Added Fee	Added Fee
Multiple Names	Included	Limited	Limited
Address/Name History	Included in most packages	Available	Available
Deep State/ Local Search	Best Client Value State or County conducted by in-house staff	County Only through third party runners	County by third party runners. State in some situations.
Research	Included in most packages	3 calls. Billed if completed or not	3 calls. Billed if completed or not

Product List

Employment Screening Products

Starter Package

Quick Look	Address and Name History + Multi-State Criminal Search
Criminal Detector	"Quick Look" + One Federal District Search
ESpeedy	"Quick Look" + Employment Credit Report
Custom Package	Contact us to create a special package to meet your specific needs

Address and Credit

Address/Name History	Based on the use of the SSN in commercial transactions
Employment Credit Report	Special credit report for use in employment

Reference, Verification and Special Products

Motor Vehicle License Report	Driving records including violations and endorsements.
Reference Employment, License, Education Verification	Interview applicant provided references.
Drug Screening	5 panel DOT or 5 or 10 panel Non-Dot urinalysis, other products available.
I-9 and E-Verify	Scientific EEOC valid character and assessment tool. Also available as an interdepartmental baseline assessment tool.
Biometric Trait and Ethics Measurement	Serving Federal, State and other agencies who are required to meet licensing and Homeland Security requirements.
Government Licensing and Homeland Security Tri-Merge Credit Reporting	
Multi-State Criminal Search	<i>Criminal data from 45 states plus Washington DC, Puerto Rico, and Guam; 50 States plus Washington DC of sex predator data, OFAC, HHS and GSA Do Not Hire and much more.</i>
County, State Wide, Federal, International Criminal and Civil Searches	Public Record information from most domestic and international sources

Price List

Employment Screening Prices

Starter Package

Quick Look	Address and Name History + "Multi-State Criminal Search"	19.00
Criminal Detector	"Quick Look" + One Federal District Search	28.00
ESPeedy	"Quick Look" + Employment Credit Report	33.00
Custom Package	Contact us to create a special package to meet your specific needs	TBD

Address and Credit

Address/Name History	Based on the use of the SSN in commercial transactions	10.00
Employment Credit Report	Special credit report for use in employment	13.00

Reference, Verification and Special Products

Motor Vehicle License Report	Driving records including violations and endorsements. *Ask about special bulk pricing (\$20)	25.00
Reference Verification	Interview applicant provided references. *Price is per reference.	12.00
Employment Verification	Interview employer references. *Price is per reference. Note: \$15 third party fees may apply	12.00
Professional License Verification	Verify government or industry license information. *Pricing on a per license basis/per name.	12.00

Reference, Verification and Special Products Cont.

Education Verification	Verify degree and attendance information provided by applicant. <i>*Priced on a per degree/school basis. Note: third party fees may apply.</i>	12.00
Drug Screening	5 panel DOT or 5 or 10 panel Non-Dot urinalysis, other products available. <i>*Contact us in advance for special forms and lab arrangements. Note: We use LabCorps and Quest labs and collections sites. Some Quest collections sites are contracted and incur an additional \$25 collection fee.</i>	39.00
Biometric Trait and Ethics Measurement	Scientific EEOC valid character and assessment tool. Also available as an interdepartmental baseline assessment tool.	By Quote
Government Licensing/ Homeland Security	Serving Federal, State and other agencies who are required to meet licensing and Homeland Security requirements.	15.00

Criminal Search Services

Multi-State Criminal Search	Criminal data from 45 states plus Washington DC, Puerto Rico, and Guam; 50 States plus Washington DC of sex predator data, HHS, GSA Do Not Hire and much more.	14.00
County Searches	County searches are conducted in any county in the US by physically sending runners to county courts and searching records for the applicant history. <i>*Price is on a per name basis. Pricing may vary by court.</i>	16.00 <i>*Plus Fees</i>
Federal Searches	Federal searches are conducted on an <i>individual Federal Court District</i> basis. Additional districts searched at the initial order for the same name are at the reduced price.	11.00
State Wide Search	State searches are conducted at the Administrator of the Courts (AOC) within a given state. <i>*Pricing varies by state.</i>	
International Searches		By Quote

FEES – A growing number of education institutions and employers are outsourcing their education and employee history data to third parties that use 900 numbers or charge in other ways for the information. These fees will be passed through.

COURT FEES – County criminal and Federal District Court searches sometime involve local court charged fees. These charges will be directly passed through.

CUSTOM PACKAGES – If we don't have a prepackaged service that fits your needs we will build one.

CRIMINAL INFORMATION REPORTED – Unless you establish other criteria with us we will report verified criminal convictions for 10 years from date of conviction or from 7 years of last date of sentence served including parole. Deferred sentences are not considered convictions but we will report them if they are not yet satisfied. Arrests and civil court issues will generally not be reported unless special arrangements are made.



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Employment Screening Predictor **FAQ**

Why should I hire an employment screening agency?

Violence, theft, and criminal activity are real risks in the workplace. In addition to asking about criminal records on their job applications, many employers now work with a professional screening agency to perform criminal background checks on applicants and employees. This helps to verify applicants' claims and protect the company and its people.

Isn't employment screening expensive, especially in businesses like ours that experience a lot of turnover?

The actual cost of a background check is typically less than the cost of the employee's wage on the first day of employment. With the benefits of minimizing risk and protecting against negligent hiring suits that can cost hundreds of thousands of dollars, the cost is minimal. In fact, doing a background check can help to lower your turnover rate, as you have a powerful tool in making a decision that gets you the right applicant the first time. The result: a considerable savings in interviewing, training, and advertising costs, as well as confidence that you have done your due diligence in the hiring process.

What is the turnaround time on reports from ACRANet? I'm afraid my candidate will accept another position if I don't make an offer today.

Turnaround time depends on the reports requested, with most coming back within 24 hours. There are several report packages available, based on your company's needs, and an account executive can help you determine which is the best fit for your business. If you are concerned about turnaround time, consider making an offer that is "contingent" upon the results of the background check. This will protect you and ensure you hire only qualified employees.

What if the applicant/employee won't sign the authorization form?

Applicants and employees who refuse to sign the release form are likely saving you time and money. It's fairly easy to make hiring practices contingent upon passing the background check, and you should consider seeking legal counsel about setting up a company policy regarding screenings for both applicants and employees. Once an authorization form has been signed, it covers the entire tenure of employment and provides opportunities to screen employees for promotions, driving positions, or other reasons based on your specific needs.