

Below are descriptions of various screening tools, including type of information obtained, why the information is important, the screening tool's limitations and the cost associated to each tool as performed by Medical Employment Directory of St. Louis, LLC:

□ Criminal Record Search

What is the Tool?

Felony and misdemeanor convictions, and pending cases, usually including date and nature of offense, sentencing date, disposition, and current status. A search generally goes back seven years. M.E.D. can also search federal court records.

Both felonies and misdemeanors in state court are researched, since many serious violations can be classified as misdemeanors.

Why is it Important?

Critical information to protect your business and employees. Protects employer from negligent hiring exposure and helps reduce threat of workplace violence, theft, disruption and other problems. Failure to honestly disclose a prior criminal conviction can also be the basis not to hire. Many employers check all jurisdictions where an applicant has lived, worked or studied in the past seven years.

What are its limits?

Contrary to popular perception, criminal records are not available by computer nationwide. Background firms must check the public records at each individual county courthouse that is potentially relevant.

Cost: \$25.00 plus applicable state or federal fee

□ Employment Reference

What is the Tool?

This is a more in-depth reference check that seeks job duties, performance, salary, strengths and weaknesses, eligibility for rehire, and other detailed information.

Why is it Important?

Allows an employer to have a realistic assessment of a candidate from former employers. It promotes a better fit, confirms the hiring opinion and protects the expensive hiring investment.

What are its limits?

Although most employers would like references, few will give them due to concerns over legal liability. However, M.E.D. will still attempt to obtain references in order to demonstrate Due Diligence for its clients.

Cost: \$15.00 per employer, plus any applicable search fees

□ Personal Reference Check

What is the Tool?

Contact personal references to ascertain additional information about your applicant concerning fitness for the job in question.

Why is it Important?

Personal references can provide valuable information as to a person's character as it relates to the job opening.

What are its limits?

Reference is categorized by relationship to the applicant in order to evaluate the information.

Cost: \$10.00 per reference, plus any search fees

□ Employment Verification

What is the Tool?

Basic verification includes dates of employment, job title and reason for leaving. Some employers will verify salary. Usually obtained from HR or Payroll. Some employers have the information recorded on a 900 service.

Why is it Important?

This information confirms your applicant's resume, and verifies their previous job history. Helps eliminate any unexplained gaps in employment, which ensures that appropriate jurisdictions have been checked for criminal records. Critical to verify past employment even if past employers will not give a reference.

What are its limits?

This service can be limited if not allowed to contact current employer, if past employer is out of business or cannot be located, or if employee was working through an agency.

Cost: \$15.00 per employer, plus any applicable search fees

□ Drug Screen

What is the Tool?

Oral Stat drug screen which checks for six of the most widely abused drugs.

Why is it Important?

Checks for drugs of abuse that would endanger or hinder employee performance.

What are its limits?

High incidence of employees abusing illegal drugs.

Cost: \$40.00

□ Social Security Number Check/Identity

What is the Tool?

Provides names and addresses associated with the applicant's social security number, and may indicate any fraudulent use. May verify other applicant information.

Why is it Important?

Helps verify that applicants are who they say they are. Assists in determining where to conduct criminal searches. Critical to ensure employer is not the victim of a fraudulent application by someone with something to hide.

What are its limits?

Where employer does not have a sound business reason to obtain a business credit report, the social security check gives information to help confirm identity and to uncover fraud.

Cost: \$20.00

□ Credit Report

What is the Tool?

Credit history and public records such as judgements, liens and bankruptcies. May include previous employers, addresses and other names used.

Why is it Important?

Helps determine whether an employee is suitable for a position involving handling cash or the exercise of financial discretion, as well as a possible way to gauge trustworthiness and reliability.

What are its limits?

A credit report should only be requested when it is specifically relevant to a job function and the employer has appropriate policies and procedures in place to ensure that the use of credit reports are relevant and fair.

Cost: \$20.00 per agency requested

□ Education Verification

What is the Tool?

Will confirm degrees, diplomas or certificates and dates attended.

Why is it Important?

Confirms education and ability to do the job.

What are its limits?

Industry sources show that 30% of all job applicants falsify information about their educational background.

Cost: \$15.00 per institution, plus any applicable search fees

□ Professional/Medical Licenses

What is the Tool?

The type of license, whether currently valid, dates issued, state and licensing authority.

Why is it Important?

Confirms whether an applicant has the required credentials or licenses.

What are its limits?

There is a high incidence of job applicants making up or falsifying licenses or credentials.

Cost: \$20.00

Other Checks Provided:

Driver's License Search

Worker's Compensation Claims

Civil Records (Division of Family Services, Office of Inspector General, and Criminal Sex Offender)