

Our Company...

An important consideration in choosing an employment screening and recruiting provider is the size and capability of the company. HR ProFile is positioned to offer the advantages of a large company, with the personal service and care of a local provider. HRP has grown over the past decade from a three-person start up company to more than 30 employment screening and recruiting professionals.

HRP client companies range from businesses with fewer than 50 employees to those included on Fortune's 500 listing. Our largest client employs in excess of 113,000 people, in 132 locations throughout the United States. HR ProFile clients operate in all facets of business including: healthcare, banking, hospitality and foodservice, manufacturing, and retail. Although our clients' businesses are different they all share a trust and confidence in HR ProFile to deliver the most dependable background information, every time.

HRP performs criminal searches for felonies and misdemeanors in every courthouse in the United States, in any publicly available statewide repository, or perform any search for information in the public domain. We have developed an easy-to-read *ProFile* report that allows HRP clients to view and comprehend our search results quickly, minimizing the time spent on each subject report.

HRP offers a broad range of services, but the services typically chosen by our customers are our Multi-County Criminal Check (includes the SSN Verification), State Repository Criminal Check, Employment Verification, Education Verification, Federal District Court Search, Workers' Compensation History, and Credit History.

At the most basic level, the first task our clients want to achieve is to ward off applicants that shy away from employers who perform background checks. Second, our clients want to verify the information entered on an application. If HRP's results reveal any discrepancies or missing data, the applicant can automatically be disqualified for falsification of information. After this point, the benefits diverge in accordance with the client's industry:

- in banking: theft, ability to manage finances properly
- in healthcare: assault, negligence and drug abuse
- in foodservice: theft, the ability to adhere to rules, violent tendencies
- in manufacturing: work quality and risk management (drug abuse)

The end result is a thorough and consistent hiring policy, which in turn, leads to an avoidance of having to defend against costly discrimination and wrongful discharge lawsuits, negligent hiring and negligent retention lawsuits brought by third parties, and bad publicity concerns.

Human Resource ProFile, Inc.

8506 Beechmont Avenue * Cincinnati, OH 45255-4708 * 513/388-4300 * Fax 513/388-4320

Although several of the tasks provided by HRP can be performed with the client's own operations, HRP offers not just greater efficiencies in performing these tasks, which leads to reduced cost to the client, but also provides value-added services:

- HRP offers to its clients, free of charge, the handling of disputed information on reports as relates to criminal records, SSN verifications, credit histories, etc. HRP is experienced at handling disputes and takes great care to communicate with the appropriate client contact and the person disputing the information. It is HRP's philosophy to treat the potential employee as we would treat our clients. Therefore, instead of having our client deal with potentially irate applicants, the client can have the applicant call HRP on our 800 number, and we will walk the applicant through the necessary steps to resolve any disputes. A follow up report is issued to the client contact at each step of the dispute process. If an FCRA adverse action letter is required, HRP has a letter prepared for our client's immediate use.
- HRP offers to its clients, free of charge, the use of our in-house programming staff to consult and develop integration tools and other automated efficiencies appropriate to our partnership with our clients. Our client will have our programming staff at their disposal for addressing any technical issues and concerns that may arise. Depending on the needs of the client, HRP offers several options for electronic transfer of subject information. There is no charge for the installation, training, use, and maintenance of our software programs.
- HRP offers to its clients, free of charge, the benefit of our legal research network, to provide background information as relates to legal issues in our industry, to offer potential solutions for a vast array of legal situations, and to perform the time-consuming legwork of communicating with state and federal agencies to resolve developing issues, just to name a few. Additionally, HRP's legal network constantly monitors changes to employment laws and regulations, and reviews any legal cases or pending legislation involving the FCRA. This means our client will be kept up to date on all the FCRA, EEOC, and ADA changes.

HRP offers to its clients a single point of contact to handle its questions and concerns promptly and efficiently. Therefore, your company will have an HRP account representative at its disposal at any time for any issue that may arise, making sure your internal processes are not affected by any of these issues.

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Our Products...

MULTI-COUNTY CRIMINAL CONVICTION HISTORY:

The most thorough, up-to-date criminal conviction information available is housed at the county court level. Our Multi-County Criminal Conviction History is not limited to a specific state; we are positioned to check upper and lower courts in any county seat in the United States. This includes: a Name, Address, Social Security Number verification, and a national search for previous residence to discover any addresses not mentioned in the application. Up to *three* counties are researched based on State or Counties of residence. Our Multi-County Criminal Conviction History is a seven-year search and includes Felony and Misdemeanor convictions.

SINGLE-COUNTY CRIMINAL CONVICTION HISTORY:

Includes a search of court records for the county of residence. Our Single County Criminal Conviction History report is a seven-year search and includes Felony and Misdemeanor convictions.

STATEWIDE CRIMINAL RECORD SEARCH:

Where available, we search the state repository for Felony and Misdemeanor conviction histories.

FEDERAL DISTRICT COURT SEARCH:

Includes a search of federal court records to reveal convictions for crimes against the government, or crimes committed on government property.

F.B.I. CRIMINAL RECORDS SEARCH:

Includes a search of the national F.B.I. database. This search is limited to industries that are authorized to receive F.B.I. searches.

DRUG TESTING:

Pre-Employment 5-Panel or 9-Panel testing with nationwide collection sites.

CIVIL RECORDS

Specific civil court records available in all states. Report details plaintiff, defendant, case number, case title, file and disposition dates, tort or ordinance contested, verifiers and findings.

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MOVING VIOLATION REPORT:

Statewide search of the Department of Motor Vehicles records. The Moving Violation Report includes convictions for traffic related infractions, including traffic tickets, DUI, etc. Moving Violation Reports can also include Felony and Misdemeanor convictions for more serious crimes where a vehicle was involved.

EMPLOYMENT HISTORY:

Includes a verification of employment history with previous employers. We apply pre-designed questions with particular focus on violent behavior, threats, substance abuse, theft, work ethics, attendance and attitude toward superiors and co-workers.

SUMMARIZED CREDIT HISTORY REPORT:

Our Employment Credit History report is reformatted into an easy-to-read summary style, showing open accounts, positive and negative accounts, charge off accounts, and total owed.

VIOLENT SEX OFFENDER SEARCH:

A statewide search of the Violent Sex Offender Registry to determine if the applicant is required to register their current address due to a conviction for a sex related crime.

EDUCATION VERIFICATION:

Consists of a verification of the highest degree earned or education earned.

WORKERS' COMPENSATION HISTORY:

Post-offer use only, a report of "allowed" claim history.

PROFESSIONAL LICENSURE CHECK:

Verification of valid professional license (i.e. CPA, RN, PE, etc.).

FEDERAL EXCLUSION:

A search of the Office of Inspector General (OIG) and the General Services Administration (GSA) database of individuals and corporate entities in Federal violation or barred from government contracts.

PERSONNEL ASSESSMENT TESTING:

An in-depth behavioral assessment and predictor for hourly or managerial personnel.

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SOFTWARE SOLUTIONS...

OPTIONS FOR COMMUNICATING WITH HR PROFILE

HR ProFile offers several options for sending and receiving profile information. Our proprietary software systems allow the user to quickly and efficiently enter, send and receive ProFile information from the privacy and convenience of their desk computer. All of our software products utilize a modem or Internet connection for data transmission. We utilize the highest level of data encryption to insure confidentiality in the transmission of private information. All HR ProFile software systems are available for our clients use at no additional charge.

ON-LINE SOLUTIONS:

The *E-PRISM* system utilizes the Internet to link you electronically to HR ProFile. *E-PRISM* was designed to meet the needs of a wide range of customers, from small single location users, to large corporations with hundreds of locations. *E-PRISM* is easy to learn and use and offers our clients access to the full range of HR ProFile services. We are confident that you will find that the *E-PRISM* system will require less operator time than any other system available, because you never have to wait for the system to process information! *E-PRISM* allows ProFile results to be stored in the system indefinitely and printed at any time for future reference. Additionally, the *E-PRISM* system is available for use through the HR ProFile website. This option provides increased functionality and capabilities we would be happy to demonstrate.

The *SuperCATS* system is available to clients who require very large quantities of data transmission. *SuperCATS* was designed to minimize the amount of data entry per applicant, allowing the operator to enter large numbers of applicants in a short time. The *SuperCATS* system will store ProFile results indefinitely, allowing the user to create a database that can be sorted by name, Social Security number, date submitted, etc.

HR Profiles' own in-house IT staff will assist in the installation and training of our software products. Several HRP clients use our software to download search results directly into their applicant tracking or HRIS software system. Our IT department has the ability to customize our software programs to meet your specific requirements.

Fax Service: Many clients prefer to send and receive applicant information via facsimile. Simply fax applicant ProFiles to HRP at 513-388-4320.

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