



Employment Screening



Ensuring The Future  
By Knowing The Past

**Your trusted partner for  
all of your employment  
screening needs.**



# Ensuring The Future By

## Company Overview

TriCor Employment Screening is a full service background screening firm with national and international coverage. TriCor Employment Screening is located in a state-of-the art facility near Cleveland, Ohio.

We take pride in providing employment screening services and pledge to provide your organization with flexibility, superior service and accurate information. TriCor is a trusted partner to many of the world's premier companies, working in tandem with them to improve the quality of their associates. The trust that exists between TriCor and its clients is a result of our proven track record of exceeding our clients' expectations each and every day.

TriCor Employment Screening is a Women-Owned Business Enterprise, certified by the Women's Business Enterprise National Council and a member of NAPBS, the National Association of Professional Background Screeners.

TriCor Employment Screening conducts thousands of background checks and drug tests each month for a diverse client base of companies both large and small, including, but not limited to, retail, medical, banking, staffing, security, insurance, financial, healthcare, service, hotel and restaurant, recreation, law enforcement, gaming, distribution, communications, manufacturing, and technical. Our skilled staff and nationwide network of thousands of expert courthouse record researchers work together to personally confirm, and in many cases re-confirm, every element of the background report.

Our mission is to provide our clients with accurate information delivered in a timely manner, using cutting-edge technology, supported by exceptional personal customer service. This mission influences everything that we do and has earned TriCor Employment Screening a reputation as one of the nation's premier applicant screening companies.



## Why TriCor?

Background screening in today's environment is more important and more complicated than ever.

TriCor Employment Screening understands the severe demands placed on today's hiring professionals. You need ACCURATE information delivered to you in a TIMELY manner at a COST-EFFECTIVE price. TriCor has the KNOWLEDGE, EXPERIENCE and RESOURCES to help you take control of the screening process, allowing you to make the most intelligent hiring decisions possible. In today's complex world, the integrity of your personnel and the security of your entire firm are key components to the performance of your business.

- 1. Accurate Information** Nothing is more important to our partners than knowing that the information they depend on to help make their hiring decisions is factual. TriCor Employment Screening provides the most accurate information available. TriCor obtains its information directly from the source of the information and has quality assurance measures in place to ensure that our clients can rely on the information in every background report that we provide. The background reports that we provide are complete, concise and easy to read, written in language that anyone can understand.
- 2. Industry's Quickest Turnaround Time** TriCor Employment Screening is the industry leader as far as the turnaround time of reports. Most reports are completed within 24-72 hours of the initial request. This excellent turnaround time ensures that your applicants can be contacted and offered positions before they accept another position with a competitor, giving you a critical advantage.
- 3. Exceptional Customer Service** TriCor understands the importance of having a clear, open, one-on-one line of communication between itself and its clients. TriCor takes great pride in building and maintaining ongoing relationships with its customers, whom we consider partners and friends. We make a point to get to know our clients, to listen attentively to their needs, and to respond promptly when they have questions or concerns. You will be assigned a specific customer service person and backup who is intimately familiar with your specific needs. Excellent customer service is our pledge.
- 4. Extensive Service Offering** TriCor provides one-stop shopping for all of your employment screening needs. TriCor offers a full range of employment background screening, drug and alcohol testing services, and physical examinations not only on a nationwide basis, but also internationally. We understand that each client has different needs and have the expertise to help you customize your background screening program to meet your goals.
- 5. Advanced Technology** TriCor's leading-edge technology enables us to provide the simplest, most efficient applicant screening system in the industry. Our Internet Access System allows you to order, access, and manage your reports via the internet 24/7 from anywhere that has internet access. Our system is compatible with HRIS and applicant tracking systems, saving you data entry time and ensuring improved accuracy.

# Knowing The Past



6. **Lower Cost** TriCor's services cost less, in many cases 20%–40% less than our competitors. TriCor does not charge monthly fees, software charges, court or disposition costs, etc. Many background screening companies add these and other "hidden" types of costs onto their base prices which inflates the end cost. Background checks do not need to be expensive to be effective.
7. **Easy To Use** TriCor offers a variety of secure methods to request background checks and also receive the completed reports, including a state-of-the-art web-based online ordering and report retrieval system that is unmatched in the industry for ease of use and flexibility. We understand that your time is valuable; all of TriCor's systems require very minimal training and have been designed with the user in mind. Our systems are compatible with most ATS/HRIS systems—saving you data entry time and ensuring greater accuracy.
8. **Security** TriCor Employment Screening takes system and personal information security very seriously. TriCor has never experienced a breach of data/security, or had any type of security violation. Our platforms utilize the safest, most secure gateways for data gathering, retrieval and storage, including Secure Socket Layer (SSL) 128-bit encryption. Exceptional features such as external web hosting, system redundancy, off-site data backup, and server replication are part of Tri-Cor's platform.
9. **Full Legal Compliance** TriCor Employment Screening is in complete compliance with all aspects of the Federal Fair Credit Reporting Act as it relates to employment background screening and to specific state laws related to employment screening. Keeping ourselves and our partners apprised of, and in compliance with, all federal and state legislation applicable to our business is an ongoing priority.

All policies, procedures and forms used by TriCor and its partners are in compliance with the FCRA and related state laws. TriCor maintains compliance and is updated as to any changes in the FCRA by its special team of attorneys dedicated to the FCRA and numerous sources that include access to and registration with state and federal agencies, the Federal Trade Commission, associations and statutory systems.

10. **Dedicated Business Partner** Our mission is to build relationships with our partners and provide them with the most accurate information available, in the fastest possible time frame, at a competitive rate. We work meticulously with our clients to design and implement the best possible background screening program for their specific needs. TriCor is the industry expert and goes far beyond merely providing background information to its partners. We are committed to the bottom line success of you and your organization.

## Services Overview

TriCor provides quick and comprehensive employment screening services to help assist you in making intelligent hiring decisions.

### CORE BACKGROUND SCREENING SERVICES

- Criminal Records Search
- ID Search Plus Report / Social Security Number Trace Report
- Employment Credit Report
- Driving History
- Multi-State Criminal Search
- Education / Professional License Verification
- Sexual Offender Search
- Employment History Verification
- Drug / Alcohol Screening

### ADDITIONAL SERVICES

- Federal Criminal, Civil, or Bankruptcy Search
- Statewide Criminal Record Search
- County Civil Record Search
- Department of Corrections Records
- OFAC / Terrorism Watch List
- Prohibited Parties Search
- Form I-9 Verification
- International Background Checks
- Commercial Drivers License Information Systems Search (CDLIS)
- Workers Compensation Claims History
- Consumer Credit Report
- Business Credit Report
- Military Record Verification
- Personal Record Verification
- Hair, Saliva, Breath, Drug Testing
- Rapid, Paperless Drug Testing
- On-Site Drug Testing
- Adverse Action Notification
- Report Grading / Adjudication Service
- Custom Packages
- Applicant Tracking / HRIS System Integration
- Management Reporting
- Physical Examinations (Employment, DOT, etc.)

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