



BackCheck[®]

Fast, thorough and **cost-effective**
employment screening.



■ **Fast**

ADP BackCheck delivers on-line results and uses efficient processes to ensure the information you request is available with industry leading turnaround times.

■ **Thorough**

Proven people, processes and technology provide the capacity to offer a more extensive range of checks and more detailed information.

■ **Cost effective**

Quality services represent value for money with minimal investment compared with the costs associated with non-compliance and bad hiring decisions.



■ Find the people your business needs to succeed.

In the UK, turnover of headcount across major sectors is in the region of 15% and can cost a business over £5,000 to recruit into each vacant position. This figure is heightened to as much as 5 times each position's annual salary when individual replacements are less than suitable in terms of the experience, skills or integrity.

Having conducted over a million checks, ADP BackCheck illustrates red flags which demonstrate that a high proportion of candidates exaggerate their previous experience, fabricate qualifications or prove generally dishonest.

Whilst many HR professionals consider verifying candidate claims to be a relatively minor part of the hiring process, failure to do a thorough job can result in recruiting an unsuitable individual who lacks the skills the position requires. This can be costly to a business in terms of both the expense of going through the hiring process again and in lost productivity. ADP BackCheck can ensure that new hires – and current employees – have the appropriate qualifications, experience and integrity.

Fast, Thorough and Cost Effective ADP BackCheck offers a series of services that check the validity of candidate claims to help ensure their effectiveness as employees. Through a team of highly qualified individuals, streamlined processes, protected security systems and agency relationships, ADP BackCheck delivers fast, thorough and comprehensive services which will enable you to make better informed recruitment decisions quickly and accurately.



ADP BackCheck is flexible.

ADP BackCheck lets you build an unlimited number of tailored packages to support your recruitment policies, increase efficiency and ensure consistency around employee and new hire screening. These packages contain checks, pre-defined by you, which you determine as standard for various types of positions. In addition, extra services can be selected at any time to facilitate ad-hoc needs.

Creating a range of tailored packages eliminates the risk of omitting critical checks within positions of trust, promotes compliance with HR legislation and supports best practice.

Package 1 Example

- Basic screening services for all new hires.

Reports include:

Employment Verification
 Basic Reference Interview
 Right to Work Verification

Purpose of checks:

To support compliance with legislation and confirm suitability of newhire.



Package 2 Example

- All new hires working directly with children.

Reports include:

Credit Enquiry and ID Verification
 Investigatory Reference Interview
 3 year Employment Verification
 Education Verification
 Criminal Disclosure - Enhanced
 DVLA Report
 Right To Work Verification

Purpose of checks:

To protect vulnerable clients and other employees.



BackCheck Detailed Report			
Date Ordered: Monday May 17, 2009		Date Completed: Friday, May 21, 2009	
Our Case File #: ABC03200401053236			
Client:	Bristol Recruiter 123 Company 45 Carter Lane Bristol , BS2 8NB	Phone:	01992 597000
		Fax:	01992 597075
		Email:	hiring.manager@123corp.co.uk
Candidate Information:			
Name: SMITH, John			
Location/Position: Operations Manager			
Results (Summary)			
Basic References: with 5-Year Employment Verification	One CLEAR reference from Mr. John Bernard. One NOT CLEAR reference from Mr. Al Bright. One NOT CLEAR employment verification from Unit Growth. See reason for leaving and eligibility for rehire. One NOT CLEAR employment verification from The Door Store. Please see job title, reason for leaving, and eligibility for rehire. One CLEAR employment verification from Front Industries London.		
Education Verification:	NOT VERIFIED - University of London		
Credential Verification:	NOT CLEAR		
Directorship Search	CLEAR		
UK Criminal Record Check:	NOT CLEAR		
UK Credit Enquiry:	CLEAR		
Public Safety Verification:	CLEAR		
Right to Work Document Verification	CLEAR		
DVLA:	NOT CLEAR		

Once you've selected the checks you require for your employee or new hire and provided us with the relevant consent forms, our qualified professionals will communicate with the necessary agencies, educational institutes and previous employers to deliver clear and secure on-line reports. On-line connectivity will give you a clear progress status on reports and alert you to and display results of each individual check as they are completed.

High level security capabilities ensure access to each individual report is determined by your policies. The reports displayed will provide summary information as well as detailed specifics.

ADP BackCheck delivers the following services, with all results delivered **on-line**, in real-time and in industry leading turnaround times.

	% Red Flagged	
<p>Credit Enquiry and ID Verification</p> <ul style="list-style-type: none"> Verifies candidate's: <ul style="list-style-type: none"> Identity and credit status Address Date of Birth 	23%	
<p>Reference Interviews</p> <ul style="list-style-type: none"> Telephone interviews determine a candidate's: <ul style="list-style-type: none"> Performance and skills Attendance and reliability Strengths and weaknesses Integrity, accountability and honesty 	17%	
<p>Employment Verification</p> <ul style="list-style-type: none"> Validates employment history claims: <ul style="list-style-type: none"> Job Titles Dates of employment Claims of responsibility Reason for leaving 	30%	
<p>Education Verification</p> <ul style="list-style-type: none"> Agreed procedures with thousands of institutes means ADP BackCheck can: <ul style="list-style-type: none"> Recognise phony institutes and degree mills Obtain results quicker Uncover inflated grades Identify non completion or failure of qualifications 	10%	
<p>Credential Verification</p> <ul style="list-style-type: none"> Through agreed procedures and technology ADP BackCheck: <ul style="list-style-type: none"> Validates claims of certification Clarifies any membership requirements Reveals misrepresentation 	10%	
<p>Criminal Disclosure</p> <ul style="list-style-type: none"> Delivers the most appropriate level of checks: <ul style="list-style-type: none"> Basic disclosure Standard disclosure Enhanced disclosure International disclosure 	5%	
<p>DVLA Report</p> <ul style="list-style-type: none"> Checks for: <ul style="list-style-type: none"> Impaired charges Restrictions or endorsements Conditions 		
<p>Right to Work Document Verification</p> <ul style="list-style-type: none"> Supplements your investigations: <ul style="list-style-type: none"> Professional visual analysis of documents Checks ID numbers against official sources 		
<p>Public Safety Verification</p> <ul style="list-style-type: none"> Involves a comprehensive search for involvement or links to terrorist activity or financing, across international lists from: <ul style="list-style-type: none"> UK USA Canada Japan Australia Germany European Union United Nations 		



PAYROLL



TIME & ATTENDANCE



HUMAN RESOURCES



When your people are counting on you, count on us.

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