



BUREAU BRIEFS

Inside this issue:

DATABASE CHOICES	1
INTERACTIVE SYSTEM	1
NEW RELEASE	1
SAVE ON DRUG TESTS	1
PERFORMANCE	1
EXPANSION SCORES	1
DRUG RETENTION TIMES	1
ADJUDICATION	1

Special points of Interest:

Our new release includes an FCRA compliance. Notification. Also, a “don’t call” the present employer option. If you don’t have it, ask us.

EXPANSIO FICO SCORE is a

Brand spankin’ new procedure designed to provide the benefits of a credit report, but for youngerr applicants without credit history,. Also costs less..

WHERE ARE WE?

We are in Highland Heights, Kentucky, which is across the bridge over the Ohio Rivee between Cincinnati and Kentucky.. Our address is:

2019 Alexandria Pike
Highland Heights, KY
41076

On the web:

www.backgroundbureau.com

Email: BBI@one.net

THANKS FOR A GREAT YEAR AND HAPPY HOLIDAYS FROM ALL OF US TO ALL OF YOU!

DATABASE CHOICES.

DID YOU KNOW that rather uniquely, we provide different databases from some of the major providers, at prices that are often lower than you could obtain directly? So we can provide the best database for the particular need.

This is because different databases are better than others in particular areas of the Country..In some states, the individual state database has more comprehensive information than does the multi-state. Sometimes, vice-versa. Cont’d.

INTERACTIVE ON-LINE!

Our interactive system is available at no extra cost.

Y can fax, email or on-line submit orders and still review progress or retrieve on-line,even if we’re faxing or emailing back results. New orders received prior to 3:00 PM will show in pending the same day, or the next day if sent after the cut-off. Cont’d

DON’T CALL RELEASE FORMS

Our revised release now includes an FCRA pre-notification to applicants... If you’d like a new form sent, please let us know..

For clients verifying prior employment, a revised form can be sent that allows your applicant to specify a “don’t call” notification if a current employer is listed and the applicant does not want that employer to be called. Just let us know and we’ll send this to you.

ADJUDICATION

Adjudication is where we return a “pass” or “no pass” report on an applicant, per client standards..

Our “ALERT” check-off on the investigative report is an informal version. It means that we review each report before you get it, not just process paperwork.

It saves you time and avoid missing problems.

PROBABLE PERFORMANCE ASSESSMENTS

Review this on our site. under Performance Profile button on the home page. Cont’d Pg#2

DRUG TIMES IN SYSTEM

DRUG	Use Little	Chronic
Amphetamines	1day	3 weeks
Barbituates	3days	4-6 wks
Benzodiaz	3days	4-6wks
Cocaine	2days	4 days
Codeine	2days	4 days
Morphine	2days	4days
Methadone	3days	2wks
PCP	1wk	2wks
Propoxyphene	2days	3days
Marijuana	4days	4wks

DEFEATING DRUG TESTS FYI, One of the most common methods used is to add bleach. But It can be smelled . Otherwise, the tests usually include adulterant detectors. .

KEEP TRACK OF COC FORMS.

Regardless of where you are in the U.S., there is probably a Labcorp facility close to you and a likely savings through us of 20-35% vs. what you’re presently paying. This includes D.O.T. Cont’d

YOUNG APPLICANTS

We now have “expansion scores” on younger people with no credit history. Credit can be a good qualifier of sense of responsibility and attentiveness to details or maturity- (Cont’d Pg#2)

DATABASE CHOICES (cont'd)

The on-line multistate comes with social verification and address history, so the applicant has a difficult time concealing a prior area in which they had a problem. You can, of course, use "Identitrace," alone, on the interactive, to verify social and get address history. Then go to the individual state check, if it's better.

A special situation we have for our Clients is to do the multistate AND the individual state check, for \$10.00. This saves you about \$5.00 from list.

Between the two databases, all 50 states are covered. Neither database or any that we know of will include "pending cases." Only the courthouse research will provide that. You should know that in OH, KY and IN, among others, only Dep't. of Corrections data, ie: felony level resulting in incarceration, comes in either database.

WHY USE IT?

It is accurate enough to be worth the \$7.50 cost. In some areas, it's sufficiently comprehensive to dispense with the more costly courthouse check. It depends upon the primary state of residence. If you tell us the primary states in which you operate, we'll recommend the best procedures. If you tell us the positions you normally hire for, we'll recommend the best and least costly research for each position.

Note: Sometimes, (about 30% of the time), people get arrested in counties outside of where they do, or have lived

INTERACTIVE cont'd

This lets you know, without calling, if we received your order. The day after the order is in the system, some work will already show up in pending, such as credit, MVR, database and similar.

Most often, the "completed" section will have the full report in 2 days. These are stored for 60 days then they are automatically erased, for privacy.

YOUNGER APPLICANTS (cont'd)

It provides a score similar to a FICO or Beacon score, based upon non-traditional credit items, such as payment of health club membership, cell phone bills, magazine subscriptions, utility bills, checking account handling and other proprietary pieces of information. It's less expensive than a credit report but will help define the nature of your younger applicant.

Is Safe Good Enough? PROBABLE PERFORMANCE
Cont'd from Pg#1)

Just because they're safe to hire doesn't make it a wise choice. The Performance Profile will tell you if they have the interest and ability to perform the functions that will be part of their job.

For example, no matter how hard someone tries, if they can't walk and chew gum at the same time they will not be successful in a position requiring multi-tasking.

If they hate details, they won't be good in any area requiring counting; Everyone tends to avoid what they don't like doing. As much as they can. Just ask for more info.

EMPLOYER REFERENCE or VERIFICATION?

PRIOR EMPLOYER VERIFICATION confirms the applicant's statements as to position, dates, income. We ask eligibility and if disciplinary notices for theft, drugs, violence or attendance are in file.

PRIOR EMPLOYER REFERENCE is an investigative conversation with a supervisor or co-worker, to get a more in-depth look at the real story about their former employee. If they liked the individ-

It's hard to get them to stop talking. Otherwise, we are skilled at getting great insight into your applicant including any specifics you have in mind.

HOW CAN WE CHARGE LESS?

Drug testing, Profiles and resale of research to other vendors are not our main business but they benefit clients and do generate revenues that allow us to lower costs on our primary function, background research. Having the three basics- Drugs, Backgrounds and Profiles, allow us to charge less for each area.

COC FORMS (cont'd):

But-Labcorp does millions of tests, and without the Chain Of Custody form, it will be hard for them to track down a missing test. If you keep the number in the applicant's file, it becomes easier to track.

IN-HOUSE TESTING

We are also a discount provider of in-house drug tests. These include:

Dipsticks(least expensive)

E-Z Cups (self contained)

I-Cups(better self contained)

All tests include the ability to xerox the results for your records. All comply with SAMSHA and read out within minutes. The self contained units are easy and sanitary, ideal for many situations. Less than half the cost of lab testing.

Even better, the applicant has no advance notice and no time for the applicant to prepare a method of defeating the test.

THANK YOU!

This could be your first newsletter, as a new client. We've been blessed with a multitude of new clients this year and the return of some we thought had gone elsewhere and decided to return. We thank all our clients. Special thanks to those who have referred others to us and wish you all a great new year.