HireRight – Candidate Tip Sheet

Hello and welcome! As you begin the next step of your employment journey, HireRight has been asked by your potential employer to help verify your background information.

The following overview of the background verification process should help guide you through this important step in your evaluation for employment.

We may contact you after you enter your background information.
We may need your help along the way to be sure we have accurate information to complete the background verification process. If we have a question, we will be certain to check with you. For your benefit, we want to get your information verified as quickly and accurately as possible so your potential employer has the information they need to make a hiring decision.

What you will need during the background verification process.

- ✓ **Login**
    - You will receive Login credentials from HireRight or your Recruiter. Enter the Login information as you start the background screen; you can change the password after first Login.

- ✓ **Personal Information**
    - **Address:** Enter your full address including district, zones, postal codes as applicable to your location
    - **Name:** Enter your full legal name; please do not enter initials only
    - **Contact Details:** Enter your valid email address, phone number (mobile, residence number)

- ✓ **Education**
    - Enter your highest level of education completed/attending – if you are a Graduate, enter the School or College/University name
    - **Start date:** When you started the course (month and year) at the above School or College/University
    - **End Date:** When you completed your degree/graduated (month and year) at the above School or College/University
    - Degree received-date: Graduation (if you do not have this date, leave blank)
    - Enter the degree-received information by selecting options from the drop down menu
      - If you have not completed the degree from the School or College/University you submitted, indicate 'NO'
    - Major – Field of study: For non-graduates, enter "Other" in the major field

    Documents that may be required to complete your education verification:
    - **Copy of degree** (may be required); and/or
    - **Signed release form**
    - *We may ask you for contact information for the School/College/University and/or a Student ID*

- ✓ **Employment**
    - Enter complete information for your recent employers – maximum of three (3); minimum of one (1)
    - For Candidates who do not have work experience, select "Not applicable' option on top of employment page
    - Job Title, Salary, Start & End Dates at each employer must be entered. (Salary is not mandatory)

- Employer's contact details (e.g.: Name of Human Resources contact, phone number, email address) – enter in the "Additional Comments/Questions" section

Documents that may be required to complete your employment verification:

- **Experience letters** (may be required if verification of employment cannot be obtained through your previous employer);
- **Copy of your first and last paystubs**, or tax forms that verifies your start and end date of employment; and/or
- **Signed release form**
- *We may ask you for your Employee ID, Supervisor's name/number, Department name*

✓ **Public Records Search**

Documents that may be required to complete your searches:

- **Criminal Records Checks**: Name, date of birth, consent form, and copies of two (2) pieces of Identification. Certain zones, provinces, local jurisdictions may require specific consent forms; if this is the case for your location, you will receive a request that identifies documents needed
- **Passport Verification**: Photocopy of the Machine Readable Zone (MRZ) – two rows of alpha numeric characters located at bottom of page. Depending on passport, this may be on the first two or last two pages.
- **Identification Check**: Full name, date of birth, address, national or specific country ID Number, General Release form
- **Credit**: Full name, address, date of birth, and consent form

✓ **Frequently Asked Questions**

Q: After I've submitted my information, what happens next? How long does this process take?

A: HireRight will work diligently to confirm your background verification information and submit a final summary to your potential employer who requested the background verification, once it has been completed. We may need to contact you again if we require additional information, but we will do our very best to minimize the impact to you. To expedite our clients' hiring processes, we strive to complete high-quality background checks in the fastest time possible. We ask for you to respond, if possible, within 24 hours to help complete your background verification in a timely manner. Should you require more time, please feel free to contact us.

Q: *What is the relationship between HireRight and my potential employer?*

A: Your potential employer who requested your background verification has engaged HireRight – a global provider of employment verification services – to conduct its background verifications. To learn more about HireRight, please visit www.HireRight.com. Please note that HireRight does not make hiring decisions; for the status of your employment, we recommend you contact your potential employer with additional questions. If you

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need help completing the background form, please use the Live Chat feature available within the HireRight Applicant Center, or refer to the emails, phone numbers, or links in your invitation request.

Q: Where do I submit more information if requested?
A: Once the background check has been submitted, a HireRight researcher may contact you directly either by email/phone for additional documents/information, or with questions to keep your background verification moving.

- **If HireRight does request additional documents or information, for your convenience, HireRight offers three ways for you to send this documentation or respond to our inquiries:**
    1. Log-in using your original Login credentials you received as you started your Candidate history, and upload the requested documents or information. *(If you forget your password, there is a "Forgot Password" feature on the login page to retrieve it.)*
    2. Your document(s) can be returned directly to the HireRight researcher by email or you may email it to: documentation@hireright.com. (*A photo or scan can be submitted in pdf, jpeg, tiff or a doc format.)*
    3. Attach document(s) to your request letter as a cover sheet, and fax to HireRight at the number indicated.

Q: Why hasn't HireRight been able to verify this information without me?
A: We make every effort to verify your information directly with the source provided. Unfortunately, there are times when we either need specific assistance from you, or the source simply is not responding. We will continue to contact the source, while reaching out to you, to complete your background verification in the timeliest manner possible.

Q: Is my information secure?
A: HireRight is committed to protecting the personal information that HireRight receives about Candidates. We utilize a combination of online and offline security technologies, procedures and organizational measures to help safeguard consumer information against loss, misuse, and unauthorized access, disclosure, alteration and destruction. For additional information about HireRight's data security, please visit HireRight's Candidate-Consumer site.

✓ **Have a great experience and we wish you success in your employment endeavors.**