

InfoMart.®



background screening

InfoMart

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At **InfoMart** there is more to the story than just the delivery of information. Within the pages of our company lies a story of success based on dedication and commitment.

A dedication to **quality**, an attitude that embraces innovation and a passion for unparalleled service – these are the qualities that have defined InfoMart for more than a decade and the commitment we bring to every client.

It is through our business relationships that we learn the expectations of our clients and discover the future needs of our industry. This **knowledge** energizes and leads our IT development, sustaining InfoMart's reputation as the industry leader in innovation.

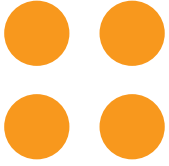
We **empower** our clients with valuable information and effective tools necessary to develop productive and safe work environments, allowing organizations to efficiently and economically manage successful applicant screening programs.

InfoMart, a leader in screening technology, flexibility and one-to-one customer relations welcomes you to **experience** the electrifying world of InfoMart.



Tammy Cohen, PHR
President





background screening

Today, the risks are too high to allow even one bad hire. Falsified resumes, employee crime, negligent hiring lawsuits, and just plain ineffective employees make pre-employment screening from InfoMart crucial to your continued success. As one of the largest employee information services in the country, InfoMart can help you screen and identify applicants with the greatest potential for future successful job performance.

We offer a technologically advanced data acquisition network, industry expertise, fast and accurate profiles and unrivaled customer service. All of this combined provides more than just screening services; it gives our clients complete solutions for their hiring needs. Contact InfoMart today to find out how our comprehensive services can become your background screening solution.

**GET THE
WHOLE
STORY.**

- Customized, easy-to-read applicant profiles designed for your company
- Industry-leading speed and reliability of background information
- Advanced staff training ensures thorough information and exceptional service
- Best in class technology provides flexible information request and delivery options
- Compliance with Fair Credit Reporting Act and state guidelines
- Low price – Background checks do not need to be expensive to be effective

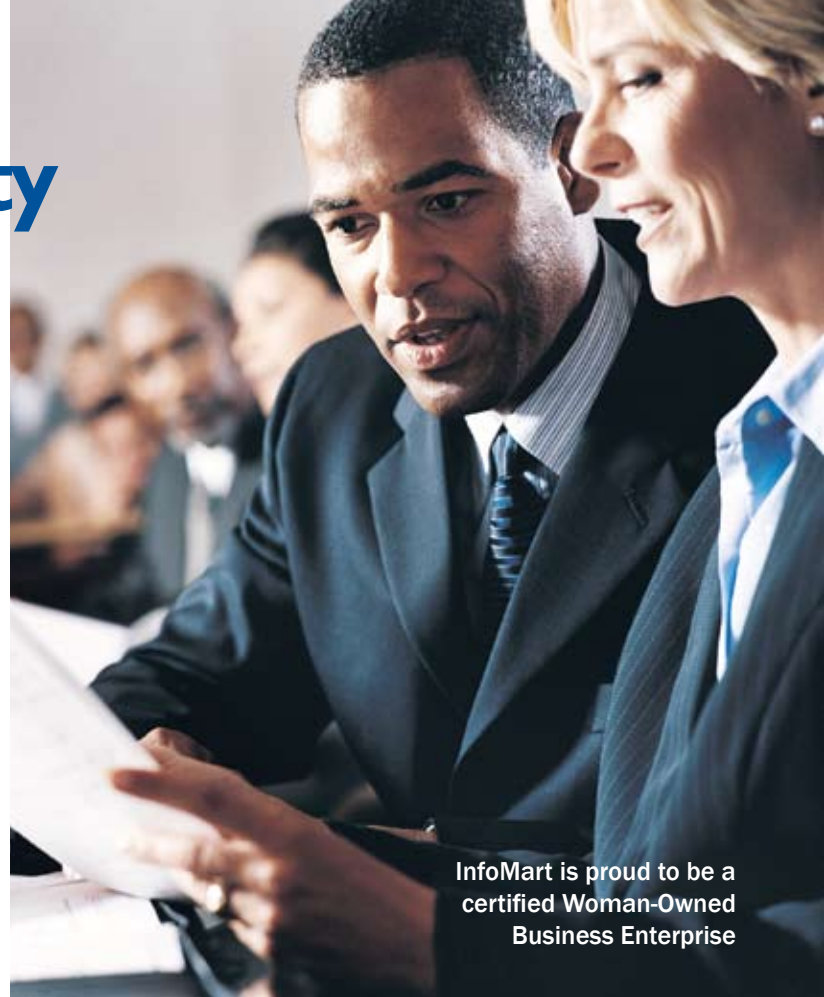
solutions



With many pre-employment screening services to choose from, we know that InfoMart can only earn and keep your business by providing the highest quality applicant information quickly, reliably and at the best cost.

diversity

Diversity and community service are embedded deep into our corporate culture. InfoMart is committed to making a real difference in education, human services and entrepreneurship. It's not just good business; it's the right thing to do. InfoMart's owners and employees volunteer on non-profit boards and committees and in our community. Minority and women owned business enterprises make up over a third of all InfoMart vendors. We believe that no one is truly successful until we all have the opportunity to succeed.



InfoMart is proud to be a certified Woman-Owned Business Enterprise

our mission is to serve:

Our clients,

Providing the highest quality information at the most economical price.
Developing relationships based on trust, integrity, confidence and respect.

Our employees,

Providing a work environment, which supports justice, dignity, respect and freedom.
Providing opportunity, growth and empowerment.

Our community,

Providing our time and resources to assist the human needs in our community and beyond.

Our public,

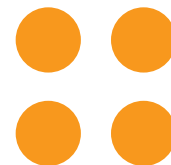
Providing information that creates safe work environments and violence free establishments.

Ourselves,

Striving for higher levels of personal integrity, intelligence and happiness.
Striving to achieve the highest levels of individual performance.

Our company,

Diligently live our mission which will result in our success.



InfoMart's account management team is committed to building sound working relationships - whether with industry giants or small family businesses. We strive to deliver personal, customized service to all of our clients, and our record indicates a legacy of overwhelming success in this mission.

customer service

InfoMart's solutions will assist you in implementing a successful screening program across multiple locations, providing your company with unmatched tools, systems and information. Our only line of business is background checks, which enables us to keenly focus our attention on being the best in the industry.

InfoMart's customer service team can support your needs from coast to coast. Representatives are available by phone Monday through Friday from 8:00 am - 9:00 pm EST.

We maintain a 100% satisfaction guarantee. If for any reason, a client is dissatisfied with our service, they don't pay... it's that simple. InfoMart will return to the courthouse to verify a report or search for additional information at no charge. In addition, InfoMart will aid in correcting any incorrect data at no cost to the client or the applicant.



technology

Technology and automation are at the center of all InfoMart processes. Our corporate philosophy and flexibility to meet the needs of our clients requires us to continually pursue accuracy, speed and responsiveness. We are leading the industry through our innovation, advancements and investments in technology. Our Applicant Screening Automated Profiles (ASAP) Software streamlines the profiling process, significantly reducing the turnaround time of profile information and enabling you to make informed hiring decisions faster than your competition.

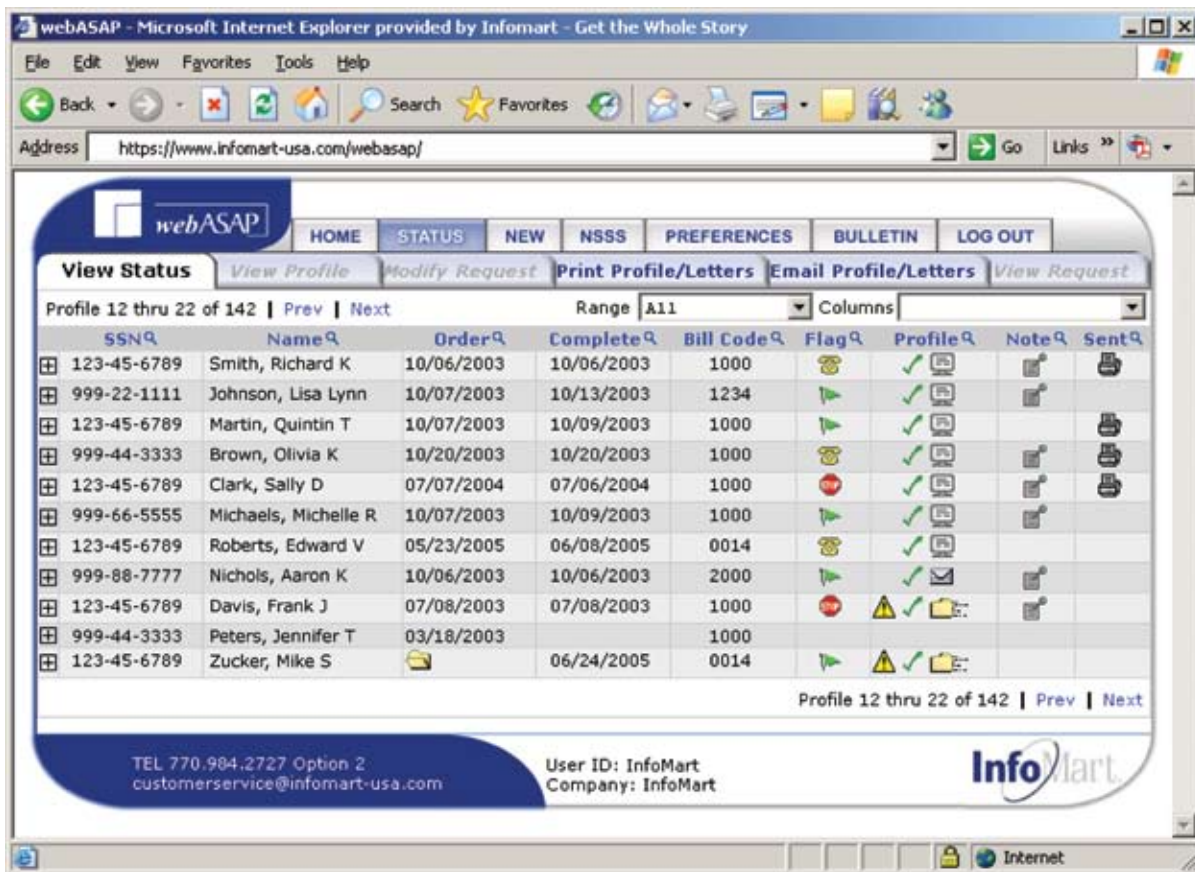
WebASAP is InfoMart's proprietary web-based submission and tracking system for background checks. *WebASAP* is an ideal solution for maximizing cost savings, eliminating data entry errors and minimizing turnaround time. Applicant information can be requested and received 24 hours a day, 7 days a week.

In addition, InfoMart can collect your requests and deliver our results through integration with your existing HRIS. We can integrate with any HR-XML compliant format, and have successfully integrated with many HRIS and applicant tracking systems.

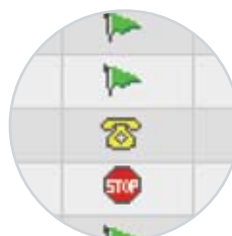


Unique features of WebASAP

- Access to InfoMart worldwide, 24 hours a day, 7 days a week
- Secure login from any web browser
- Customize for your services and needs
- Allows multiple users, multiple locations and different levels of access
- Seamless integration with all HRIS and ATS programs
- Searching and sorting of applicant profiles
- Help on demand, leaves no question unanswered
- Save and view notes about each applicant



Instant access to applicant information without the need to install software – all you need is a web browser and an Internet connection.



Easy-to-use interface, including color-coded flags for “meets”/“does not meet” hiring criteria.



Print or email directly from WebASAP, including applicant profiles and Adverse Action letters and documentation.

compliance

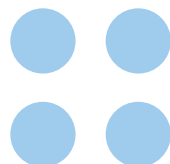
At InfoMart, we realize that providing our clients with accurate, detailed profiles and rapid turnaround doesn't do our clients - or ourselves - any good if our practices are not 100 percent legal. Therefore, keeping ourselves apprised of and in compliance with all federal and state legislation applicable to our business is an ongoing priority.

InfoMart has a full-time compliance department and legal counsel available to ensure full legal compliance. Our dedicated staff of specialists is committed to keeping current on the legal developments in every jurisdiction we serve. In addition to monitoring alterations to the Fair Credit Reporting Act (FCRA), we maintain a database of literature on all state laws and regulations. You can be assured that when InfoMart is on your side, all federal and state laws will be followed without fail.

InfoMart's web-based application, *WebASAP*, helps our clients stay in compliance with the FCRA and more stringent state laws by automatically producing state-specific adverse action documentation. In addition, InfoMart has personnel dedicated to handling all FCRA disputes, quickly and with compassion. An InfoMart consumer compliance analyst personally works with each applicant regarding disputed information.



Legal compliance is vital in our industry and InfoMart takes its obligations very seriously. Our standards strictly follow FCRA and state mandates.





our services

With today's increased security concerns and tight employment market, applicant screening plays a crucial role in the hiring process. InfoMart offers the most comprehensive suite of background searches available to ensure you **“Get the Whole Story”** on your potential employees. Each InfoMart program is tailored to the customer's industry and their related exposure to risk.



criminal

Utilizing the industry's most comprehensive suite of criminal search tools, InfoMart's expansive capabilities are a compilation of both public and private data sources. This provides employers with a broader selection of options to expand the scope and depth of each criminal search.

National Social Security Search

InfoMart's National Social Security Search (NSSS) will instantly conduct an identity verification and fraud search matching the Social Security Number to the issued name. This search can reveal all names used by the applicant, the applicant's current address and multiple known addresses over a 7-year history. Additionally, addresses obtained can be used in expanding an applicant's criminal history search.

Criminal History

InfoMart performs the most accurate criminal records searches of any applicant-screening provider in the industry. InfoMart accesses individual records in every county, state and federal courthouse. These searches can include checks for felony and misdemeanor arrests and/or convictions of any applicant.

Civil Court Files Records Check

Through a network of legal researchers, any civil court index in the nation can be searched for a list of filings by name. When available, this search provides the plaintiff and defendant name, case number and date. The disposition will also be provided if available.

Government Watch List/Patriot Act

InfoMart's Government Watch List and Patriot Act searches identify applicants who may be included on a collection of government and private sector watch lists. These are individuals wanted by authorities in connection with some criminal activity or are prohibited from doing business with United States entities as a result of suspected terrorist, narcotic or other illegal activities.

Multi-State Criminal Search

Historically, employers have had to rely upon a single county jurisdiction criminal history search. InfoMart's Multi-State Criminal Search broadens the search area and identifies criminal offenses committed in jurisdictions outside of an applicant's resident county or offenses occurring outside of the normally reported time-frames. The Multi-State Criminal Search is an effective tool which identifies criminal history records that would never be discovered otherwise.

Multi-State Sex Offender Search

The mobile nature of modern society has made thorough criminal background screening a trickier prospect than ever before. Add to this the reluctance of many applicants to divulge information about criminal sexual offenses, and employers are faced with a daunting challenge. Fortunately, InfoMart offers a quick and affordable solution for rooting out sex offenders on a multi-jurisdictional scale. Tapping the resources of a comprehensive private criminal history database, InfoMart's Multi-State Sex Offender scan provides employers with almost instantaneous results and much-improved peace of mind.

To utilize the most comprehensive criminal search available, employers should combine all of the search capabilities in InfoMart's suite of Criminal Search tools. Following is an example of InfoMart's comprehensive criminal search option:

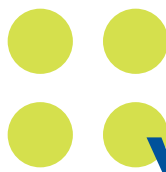
National Social Security Search (NSSS) will identify additional single county jurisdictions not provided in the employment application

Multi-State Criminal Search will access a data source of over 200 million records

Multi-State Sex Offender Search will access sexual offender data sources

Single Jurisdiction Searches in all areas revealed by the above search methods and the employment application





verifications

Employment History Verification

A previous employment verification can provide you with key information about an applicant's work history, productivity and overall work ethic. Former employers are valuable sources when compiling a complete profile on your applicant. InfoMart's verifications validate dates of employment, terminations, job title or positions held and rehire eligibility. Expanded and customized employer interviews are also available.

Education Verification

Education is the most commonly falsified information provided on an application. InfoMart will provide confirmation of the applicant's graduation, degree earned, major and minor courses of study, graduation date and institution attended. InfoMart also validates that the institution is an established and accredited school system.

Reference Checks

InfoMart personnel obtain reference information from family, friends, co-workers, supervisors or colleagues via open-ended interviews. Information gathered consists of, but is not limited to, character traits, reliability, demeanor, personality traits, attitude and behavior. Reference questions can be customized to your specifications.

Professional License Verification

InfoMart will verify professional licenses through the applicable licensing board. We confirm the date of certification, type of license, license status and expiration date and/or the license number and renewal date.

Credit History Check

InfoMart's credit history profile will confirm the applicant's name and Social Security Number, as well as current and former addresses. Also included are the number of accounts opened, the number of accounts in both good and negative credit status, the applicant's high credit range, payment history, opening balance or credit limit, current balance owed and/or past due, charge off, repossession and extended debt. The Credit History may also provide current and past employers, positions with employers, wages and verification of transportation. Public record information includes garnishments, bankruptcies, collection actions, judgments, satisfied judgments and civil suit information.

State Motor Vehicle History

A driving history is a must for any position that requires an employee to drive a company vehicle, or a personal vehicle on the company's behalf. InfoMart's Motor Vehicle History reveals an applicant's insurability, current license status, driving history points and DUI offenses. If requested, InfoMart will provide a list of your drivers that are due for renewal to provide compliance support for regulated industries.

Workers Compensation Records

InfoMart verifies worker's compensation claims in the states where legally available. Information returned varies by state. Due to legal restrictions, InfoMart is permitted to research a claim only after an employment offer has been made.



InfoMart is one of 5 founding members of the Association of Consumer Reporting Agencies (ACRA), which is a direct pipeline into the state Department of Motor Vehicle files. This allows us to have direct access to motor vehicle records without having to go through a third party vendor.

substance abuse testing



Alcohol and drug abuse costs businesses billions of dollars a year in terms of lost productivity, higher rates of absenteeism, theft and workplace violence as well as increased worker's compensation expenses, insurance costs, turnover and risk of accident. The inclusion of Drug and Alcohol Screening as part of a substance abuse program can be critical to the success of your company.

InfoMart's substance abuse services can be used for a variety of reasons including pre-employment screening, post-accident testing, random testing and reasonable cause testing.

InfoMart provides rapid, accurate and integrated solutions. Order your drug and alcohol screening services online, obtain results that are integrated into our easy-to-read Applicant Profile and receive a single bill for your background and drug screening services.

No matter what your need, InfoMart will customize our services to meet the specific needs of your company's substance abuse policy.



substance abuse

Lab-Based Testing

InfoMart utilizes an extensive network of collection facilities as well as a nationwide Breath Alcohol Testing network. Lab-based urine drug testing is conducted at SAMHSA-certified facilities and Gas Chromatography/Mass Spectrometry (GC/MS) confirmation is included on all lab-based testing.

Our lab-based testing options include:

- Lab collection with Medical Review Officer (MRO)
- Random selection
 - Data Management & Notification
 - Reporting
 - DOT and non-DOT Programs
- Turnaround time of 24 hours from collection for negative results; an additional 24-72 hours to confirm positive results
- Results reported online
- Access to archived results
- Reporting and billing consolidated with background checks

Onsite Testing

InfoMart offers fast, convenient and highly accurate drug tests for onsite screening. Kits are shipped within 24 hours and have a six-month shelf life. Results are obtained in minutes, are easy to read and 99.8% accurate. Now, your new employees can start working immediately. No test cards, no reagent strips, no odor, no handling... NO MESS!

Features of onsite testing:

- Lower cost alternative to lab testing
- Reliable results in just minutes
- Simple to use and easy to read results
- Totally non-invasive process
- No specimen handling or clinical personnel required
- No technical training or certification required
- No reagents to add
- Built-in quality control
- Long shelf life
- Proven laboratory accuracy

InfoMart offers several additional testing alternatives including oral fluids and hair testing, alcohol testing and onsite collection by trained collector. Please contact an InfoMart sales representative to discuss our full suite of services.



As a full-service Third-Party Administrator (TPA), we are able to customize our services to meet the specific needs of your company's substance abuse programs.



InfoMart's onsite drug tests are simple to use and easy to understand:

1. Collect specimen
2. Peel back label
3. Read the results

Career Match

InfoMart's Career Match Assessment measures an individual's core behavioral traits and cognitive reasoning speed. The reporting then describes those measurements in the context of various job categories and what effect they may have on performance. The specific measurements are:

- **Conscientious (Organization):** Degree to which the individual is persistent, motivated and organized, ranging from highly disciplined and dependable to lackadaisical and carefree.
- **Tough-Minded:** Degree to which the person is pleasant and agreeable, ranging from warm, tolerant, and tactful, to tough-minded, skeptical and direct.
- **Conventional (Rules):** Degree to which the individual is predictable, rules-oriented and structured, to being open to new ideas, adventuresome and inconsistent.
- **Extroverted:** Style and focus of an individual's emotional energy, ranging from being outgoing, dominant, ambitious and sociable, to being introverted, shy and quiet.
- **Stable:** Degree to which an individual is emotionally stable and resistant to stress, ranging from well-adjusted, calm, self-confident and poised, to sensitive and anxious.
- **Teamwork:** Measures the applicant's attitudes towards teamwork versus individualized work environments.
- **Good Impression:** A validity scale that measures the degree to which the person has responded frankly to the test items or is responding in such a way as to make a good impression.
- **Cognitive Reasoning:** A general reasoning scale that measures problem solving and learning speed.

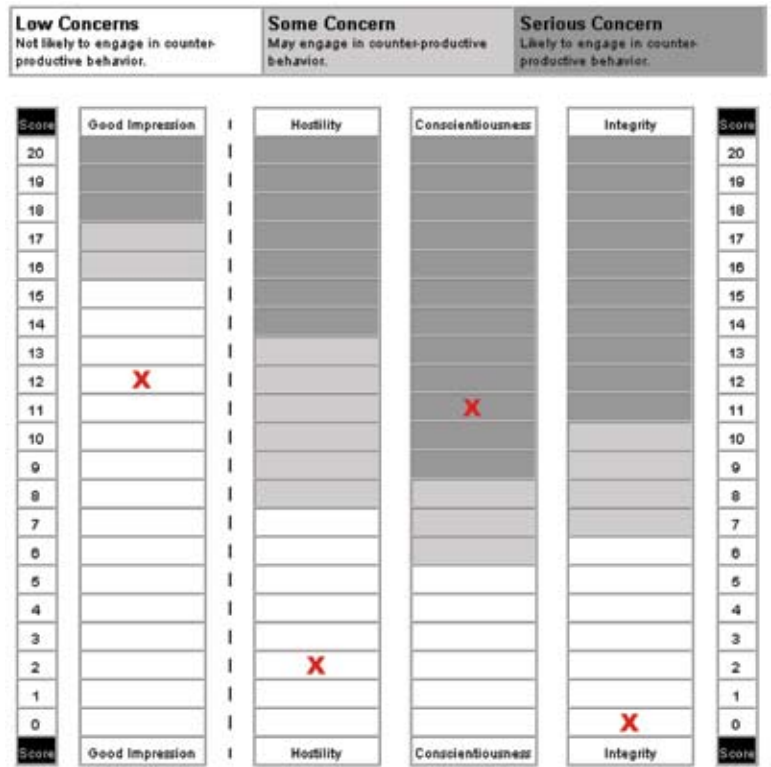
The Career Match Assessment is designed specifically for business use. It requires no expert interpretation and is easily understood by human resources professionals and hiring managers alike.

The system is completely web-based and requires only an internet connection (the assessment can be given on paper if necessary). Reports are available for several job categories, including customer service, driver, food service, information technology, management, retail sales and health caregiver.



Character Match

InfoMart's Character Match Assessment is a contemporary integrity test — a cost-effective screening procedure for identifying job applicants whose behavior, attitudes and work-related values are likely to interfere with their success as employees. It yields an objectively generated report addressing the degree of potential concern regarding six major scales and an internal validity scale identified below:



- **Conscientiousness/Dependability:** Low concern scorers are dependable, conscientious and reliable. High scorers can be undependable, careless, lazy and disorganized.
- **Hostility/Aggression:** Low concern scorers handle their feelings well and are unlikely to be disruptive. High scorers can be aggressive, hostile, disruptive and have poor control of their anger.
- **Integrity/Honesty:** Low concern scorers report of no problem with workplace dishonesty. High scorers have the potential for dishonest behavior in the workplace.
- **Substance Abuse:** Low concern scorers report of no problems with alcohol and/or illegal drugs. High scorers report substantial use of alcohol and/or illegal drugs and may be disruptive.
- **Computer Abuse:** Low concern scorers report using their workplace computers only for work-related uses. High scorers report using their computers in ways that are unrelated to their work activities or are disruptive to their work.
- **Sexual Harassment:** Low concern scores are unlikely to engage in sexual harassment at work. High scorers have attitudes and behaviors regarding sexuality that are likely to be considered as harassment by the opposite sex.
- **Good Impression:** Low concern scorers are open about acknowledging their normal faults and imperfections. High scorers deny normal shortcomings and exaggerate personal virtues, suggesting that their scores on the other scales may be artificially depressed by their efforts to make a good impression. Scores on this scale can be used to determine the degree of confidence that should be placed in the remainder of the profile.

The Character Match Assessment contains the following reports:

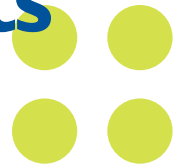
Interpretive Report: Describes the score in each scale and what it means.

Graph Report: A quick snapshot of the participant's scores relative to level of concern.

Behavioral Interview Question Report: Follow-up questions based on which assessment items the participant answered in a "counter-productive" manner.

The InfoMart Career Match and Character Match Assessments are tested for reliability and validity on a consistent basis.

business reports



Winning business decisions are based on comprehensive and expedient knowledge management. The need for organizations to use business information to “get to know” their vendors, partners and clients is greater than ever before.

InfoMart turns information into insight by enabling our clients to make quick, informed business decisions. Utilizing InfoMart’s Business Information Profiles on corporations and principals will arm your organization with the knowledge necessary to amend contracts, protect the corporation or decline to further develop a business relationship.

Most often, a thorough business background program will pay for itself with the first business you reject for failing to meet your corporate qualifications.

The InfoMart Advantage

- An impartial third-party working directly with businesses and agencies.
- Data is obtained directly from information sources.
- InfoMart interviews objective third-parties versus using data provided by the business or principal.
- Verifiable sources are used to ascertain information.
- Business services are available for both public and private corporations.
- InfoMart does not sell obtained information to other vendors or for mailing lists.
- Advanced technological tools are provided to manage profiles.
- InfoMart’s prices are always affordable and competitive.



Corporations & Principals

InfoMart conducts business screening on both corporations and principals. Whether the entity is public or private, we will perform a thorough investigation of the organization. InfoMart recommends that organizations extend their investigations to cover the screening of other business organizations owned by the principal(s).

Applications

Based on your corporate qualifications or approval criteria, InfoMart will assist you in developing an application for vendors, partners or affiliates to complete.

Information Exchange

InfoMart provides *WebASAP*, our secure online system that organizes your knowledge management. *WebASAP* allows users to easily request services, track results, receive business profiles and archive profiles for future reference.

Data Analysis

InfoMart will analyze the results of a business profile based on your qualifying criteria. This time-saving service prevents your personnel from having to thoroughly analyze each business profile and quickly disqualifies applicants.

Knowledge Management

An InfoMart representative will assist you in developing a comprehensive business-screening program that best suits the needs of your organization as well as your budget.

InfoMart's Business Reports help you manage risk, mitigate liability and protect the bottom line from fraud and poor business practices.



We hope that we have given you some insight into the background screening solutions that InfoMart can provide your company. InfoMart's clients have come to expect accurate information, delivered quickly, with extraordinary customer service. We wouldn't have it any other way. Our goal is for every client relationship to become utterly invaluable. We invite you to visit our website at www.infomart-usa.com for more information, or contact our sales department at 800.800.3774 to Get The Whole Story on your applicants.



1582 Terrell Mill Road
Marietta, GA 30067 USA

770.984.2727 phone
770.984.8997 fax
800.800.3774 toll-free

info@infomart-usa.com
www.infomart-usa.com

InfoMart