

Employment InsightSM

Make more
confident, informed
hiring decisions



Making the wrong hiring decision could jeopardize not only your agency's assets, reputation or security, but also the well-being of the constituents you serve. Employment InsightSM from Experian helps you make informed hiring decisions by providing objective and factual information quickly and cost-effectively.

An objective picture of each applicant

Employment Insight enhances traditional employment decision-making tools, such as job applications, interviews, testing and reference checks, by:

- Quickly verifying information you receive from applicants and other sources
- Expanding on information received from other sources
- Revealing conflicting information that may need further review or clarification
- Providing credit information that would not normally appear on an application but may impact job performance

Credit information provides insight into an applicant's:

- Responsibility toward his or her obligations
- Integrity and ability to fulfill his or her financial obligations

High quality and cost-effective

Experian's nationwide database contains files on more than 220 million credit-active consumers, providing the most current, comprehensive and accurate credit information available in the industry.

With our low per-report cost, you can include Employment Insight as an additional guidance tool for every applicant. Employment Insight reports also are an inexpensive first step in determining what other methods of employment verification and background checking are required.

Sample report

See the Employment Insight report example displayed below. Demographics band and Profile Summary from Experian are optional add-on services that are included on the sample report.

Employment Insight

Inquiry Information

TCA1 RTS 3122250*** CONSUMER, JONATHAN QUINCY 999999990; CA-10655 NORTH BIRCH STREET/BURBANK CA 91502

PAGE 1 DATE 3-28-2006 TIME 11:19:56 V001 TCA1

JONATHAN QUINCY CONSUMER SS: 999-99-9990 E: AJAX HARDWARE
10655 N BIRCH ST 234-56-7891* 2035 BROADWAY SUITE 300
BURBANK CA 91502-1234 123-45-6789* LOS ANGELES CA 90019
RPTD: 4-01 TO 1-04 U 3X RPTD: 6-04 I
LAST SUB: 2390446

*1314 SOPHIA LN APT 3 E: BELL AUTOMOTIVE
SANTA ANA CA 92708-5678 111 MAIN STREET
RPTD: 1-99 U 1X BURBANK CA 91503
LAST SUB: 1199999 RPTD: 5-97 TO 11-02 I

*2600 BOWSER ST #312
LOS ANGELES CA 90017-9876
RPTD: 9-97 I

*JACK CONSUMER, JOHN SMITH, JONATHAN SMITH JONES JR

DEMOGRAPHICS

PH: 818.555.1111 UR PH: 706.432.9876 IB PH: 213.876.1234 UB
GEO: 35 123 456789 0 1234

FRAUD SHIELD SUMMARY

INPUT SSN RECORDED AS DECEASED INQ: PHONE ANSWERING SERVICE:
DOB: 1-10-1951 DOD: 3-30-2004 ABC ANSWER-ALL
INPUT SSN ISSUED 1965-1966 10655 N BIRCH ST
TELEPHONE NUMBER INCONSISTENT W/ADDRESS BURBANK CA 91502
FROM 12-01-05 INQ COUNT FOR SSN=5 818.555.1212
FROM 12-01-05 INQ COUNT FOR ADDRESS=15
FILE: COMMERCIAL BUSINESS ADDRESS:
J&J INVESTMENTS
2600 BOWSER STREET #312
LOS ANGELES CA 90017
213.111.2222

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SUMMARY

---\$3,644 INQUIRIES---3 CNT 05/03/05/23
\$1,327 INQS/6 MO---3 SATIS ACCTS---6
\$1,887 TRADELINE--10 NOW DEL/DRG---2
-----77% PAID ACCT---1 WAS DEL/DRG---2
OLD TRADE-12-89

RECORDS

7-01-04 3011111 \$12,450 CO LIEN REL
BP: B476P2109
3019999 \$1,200 CIV CL JUDG
PLAINTIFF: ALLIED COMPANY

1-11-01 3009999 \$129,803-L BK 7-PETIT
\$85,500-A VOLUN

ADES

TYP1 AMT-TYP2 ACCTCOND PYMT STATUS
NCE PYMT LEVEL MOS REV PYMT HISTORY
PAY PAST DUE MAXIMUM BY MONTH

TCA1

-03 \$1,590-O

,590 11-03 (28) GGGG-GGGGG-GG

,590 11-03/G GGGGGGGG-G--

ATA

NSUMER**

*

500-L \$775-H PAID CUR WAS 30

4-05 (26) BCCCCCCCCCCC

CCC1CCCCCCCC

JEST**

HEMLOCKS 2-05 \$2,000-L OPEN CURR ACCT

2313849 DV ISC 024-D 3 6-10-06 \$2,000 2-05 (17) NNNNNNNNNNNN

NNNN

DEFERRED PAYMENT START DATE: 03/01/2007

*CENTRAL BANK 9-05 \$21,424-O OPEN DELINQ 30

CONFIDENTIAL

The right tool for the right decisions

Your success in selecting quality employees depends on choosing the right tools to help you in your employment decision process.

Employment Insight includes:

- Consumer identification, including Social Security number
- Address information, including length of time at current and previous addresses
- Employment information that provides insight regarding an applicant's previous work history
- Other names used, such as maiden names and aliases
- Public record information on bankruptcies, liens and judgments against the applicant
- Credit history providing an objective overview of how financial obligations are handled over a period of time
- Demographics band (including geo code and phone number), Profile

Summary (including payment patterns), Fraud ShieldSM and Direct CheckSM are optional add-on services available from Experian with Employment Insight.

Additional copy of report provided to applicant

If an individual requests a copy of the report, Experian[®] will provide it free of charge, regardless of whether or not a job offer was made. To obtain the copy, simply input the keyword "COPY" at the end of the inquiry. Upon receipt of the inquiry, Experian[®] will mail a copy of the applicant's report, in a consumer-friendly format, to the name and address provided on the inquiry.

Ease in ordering Employment Insight reports

Reports are available within seconds through a personal computer or an access terminal, eliminating the need to wait the days or weeks that other background reports often take.

• Personal computer access

Employment Insight reports are available through various inexpensive software packages.

• Internet access via eSolutions

Reports also are available via eSolutions, Experian's Internet access application.

Authorized Experian subscribers can access Experian's database for employment purposes by using an inquiry type of "H" or "HX" (see the data entry example below).

Employment Insight and the law

The Fair Credit Reporting Act, as amended by the Consumer Credit Reporting Reform Act of 1996, allows users access to a consumer's credit report for employment purposes. The law imposes several conditions on users who pull consumer reports for employment purposes (Experian's Employment Insight report).

The law requires that users certify to Experian that:

- Prior to pulling a consumer report, they provide a separate, written document to the consumer disclosing that a consumer report may be obtained for employment purposes and obtain written authorization from the consumer to pull his or her consumer report
- Prior to taking adverse action, based in whole or in part on the consumer report, the user will provide to the consumer a copy of the consumer report and a summary of the consumer's rights as prescribed by the Federal Trade Commission ("Consumer Rights")

Data entry example

To generate an Employment Insight report, enter the following information using an inquiry type of "H" or "HX." To request that a copy be sent to the applicant, enter the keyword "COPY."

Note: For authorization to pull an Employment Insight report, contact your Experian sales representative.

TCA1

RTH 3122250X1J CONSUMER, JONATHAN QUINCY 999999990;
CA-10655 NORTH BIRCH STREET/BURBANK CA 91502,COPY

Permissible purpose reminder: To ensure compliance with the Fair Credit Reporting Act, reasonable care should be taken to input accurate identification belonging to the consumer when requesting services

- The user will not use a consumer report in violation of any applicable federal or state equal employment opportunity law or regulation

The Fair Credit Reporting Act has specific requirements for users taking adverse actions based on information contained in consumer reports. One of these duties includes providing Experian's name, address and telephone number to consumers. Your Experian sales representative can provide you with a copy of the complete requirements as prescribed by the Fair Credit Reporting Act.

Experian strongly recommends that employment not be denied solely on the basis of Employment Insight reports. Some states require additional notifications to consumers. (See state laws affecting Employment Insight in the next section.)

The law also requires Experian to provide Consumer Rights to users of consumer reports for employment purposes. An initial supply of Consumer Rights documents will be provided to you by your Experian sales representative. Thereafter, a supply will be mailed to you periodically. Experian requires users to attach the Consumer Rights to each Employment Insight report that is received.

As part of the Employment Insight service, Experian notifies consumers that their file was accessed whenever the file contains derogatory public record information, such as bankruptcies, liens and judgments.

Employment Insight suppresses year of birth and spousal references to prevent users from inadvertently violating equal employment opportunity laws. It is also Experian's policy to suppress account number information that is irrelevant to hiring decisions. In addition, Employment Insight inquiries display only on consumer reports provided to the consumer.

State laws affecting Employment Insight California

California Civil Code prescribes additional responsibilities for subscribers who procure an Employment Insight report on a consumer with a current address in California. California law requires that in addition to the written disclosure required by the Fair Credit Reporting Act, the user also must offer the consumer a copy of the report free of charge.

Maryland

The state of Maryland requires account numbers associated with individual tradelines to be suppressed from all credit reports used for employment purposes. In compliance with this law, Experian suppresses account numbers on all Employment Insight reports, including reports on consumers who have current addresses in Maryland.

Minnesota

Minnesota's law affects subscribers who procure an Employment Insight report on a consumer with a current address in Minnesota. In addition to the written disclosure required by the Fair

Credit Reporting Act, the user also must offer the consumer a copy of the report free of charge.

To find out more about Employment Insight, contact your local Experian Government Services representative or call 1 888 414 1120.

The information provided herein is intended as a guide only and does not constitute legal advice. Clients are advised to consult legal counsel regarding their obligations under FCRA or any related state law.