



ADP® Screening and Selection Services

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provides domestic and U.S.-based multi-national companies with an integrated background screening solution that enables you to make more informed decisions and reduce your time to hire. We perform millions of background checks each year via a single workflow for both domestic and global screening.

Reduce your time-to-hire

ADP's Screening and Selection Services delivers timely background check results so you can hire faster, using procedures designed to ensure maximum possible accuracy.

- Gather screening data information directly from candidates using ADP's CandidateLink feature, which presents legal disclosures and consent electronically. Plus, automatically place background check orders once the candidate provides their information.
- Leverage integrated workflows within ADP's ATS solutions, or connect to non-ADP solutions with ADP's screening API to initiate the screening process, view statuses and completed reports.
- Apply consistent screening criteria to candidates. View candidates' screening results and the status of all candidates being screened through a single dashboard.
- Utilize one system for domestic and global candidate and employee screening.
- Initiate Pre-Adverse and Adverse Action notifications designed to meet federal and any applicable state or local jurisdiction compliance guidelines.
- Keep track of your screening program through Analytics and Reports available within the screening system.

Get accurate, relevant information quickly

ADP's specialized screening tools, sources, processes, and proprietary methods, help ensure you receive accurate and thorough information. We apply strict data privacy and security procedures, and vet and test our data sources for adherence to our data quality standards. Our dedicated compliance team stays up to date on federal, state and local regulations, including guidance from the Fair Credit Reporting Act (FCRA) and the Equal Employment Opportunity Commission (EEOC).

Gain deeper insights into candidates' backgrounds

With a vast selection of screening products available, you can create screening packages to get a more holistic picture of your candidate's experience with employment and education verification as well as personal and professional credentials. Drug testing and medical screening are also available and can be included as part of the integrated ordering workflow.

Learn how the ADP Talent Suite can increase the effectiveness of your talent acquisition:

- ADP Recruiting Management
- ADP Recruiting Process Outsourcing (ADP RPO®)
- eI-9 and E-Verify
- Screening and Selection Services
- AIRS®, powered by ADP
- Strategic Advisory Services

Access criminal and other history

ADP's comprehensive court records offering includes searches of county, state, federal records, as well as Crim Radar®, which accesses millions of records in jurisdictions that may not be disclosed by your candidate. Also search a variety of government registries including state sex offender searches, FDA sanctions, FACIS® 1, 1M, and 3, and OIG and GSA® searches.

ADP's screening specialists can help you navigate the process of selecting court records. We can derive a comprehensive criminal screening solution comprised of other names and criminal database information.

Help ensure compliance

We can help you stay on top of constantly changing federal, state, and local laws and regulations through pre-adverse and adverse action services, compliance guides, legislative alerts, webinars and other resources.

Customize your screening program

ADP offers customized packages tailored to specific roles, elite reference verifications, credit search, workers compensation reports, motor/vehicle records, annual screening, random testing, reasonable suspicion, and post-accident drug and alcohol screening.

Also include additional details such as requisition or location information in your requests to be provided in billing statements. These can then be easily filtered and viewed by candidate, location, or billing code within the screening system.

Easily deploy global screening

Whether your organization has locations outside of the U.S. or is hiring foreign nationals in the U.S., ADP delivers comprehensive global screening solutions with unmatched client and candidate support. Our global screening service is available in 170 locations outside of the U.S., including countries, territories, and dependencies for US-based multinational organizations.

Global screening processes are accessed through a common workflow with domestic screening — eliminating the complexity of managing separate processes and workflows. A dedicated global services team is available to provide organizations with deep domain expertise and translation support in most languages.

According to a 2021 HR.com survey of more than 2,100 human resource professionals, respondents cited "improving the quality of hires" and "protecting employees and customers" as the top two reasons they conducted employment background checks.¹

ADP Screening and Selection Highlights (partial list)



Candidate verification

- Social security death master search
- Social security number verification
- Other names search



Reference verification

- Employment verification
- Education verification
- Credential/license verification
- Professional verification



Criminal searches

- Order Builder (Tool to choose the right screening sources)
- ADP Crim Radar (Criminal court record search)
- County, state, and federal criminal court searches



Drug testing and medical screening

- Drug and alcohol screening, oral swabs, instant testing
- Medical services management including physicals (DOT and non-DOT), audiograms, vision testing



Other searches

- Multi-state sex offender search
- Government Sanctions Registry (GSR) with a proprietary list of resources
- OIG and GSA Sanctions and Registry
- Fraud and Abuse Control Information Systems® (FACIS) (Levels 1, 1M, 3)
- Motor vehicle records
- County and federal civil court record searches



More than
725K
clients



Global screening
is available in over
170
countries

Additional services

- **My Policy Assistant:** Instantly applies your criteria to candidate screening results to identify if results meet your screening policy.
- **Elite reference verifications:** Contacts candidates to obtain additional reference phone numbers and supporting documents.
- **Pre-adverse and adverse action services:** Assists you with the administrative tasks of sending pre-adverse and adverse action letters in alignment with federal, state, and local legislation.
- **Federal civil and county civil searches:** Identify individuals involved in lawsuits filed against private parties or corporations for inappropriate or unlawful actions.
- **Credit search:** Produces a credit report on candidates applying for positions, instantly in the U.S. (state restrictions apply).
- **Workers' compensation reports:** Identify (post-job offer) available case information related to past work-related injuries.
- **Motor vehicle/driving records:** Search driving convictions, violations, suspensions, license status, and driving history.
- **Management reporting:** Custom reports provide insights into turnaround times, candidate screening volumes, types of screening reports, and more. Upfront, predictable pricing, and flexible billing options help you manage resources more effectively.
- **CandidateLink® Data Collection:** Allows recruiters to send a direct link to a candidate and capture data to generate the screening package during the application process. Where allowed by law, recruiters no longer need to wait until after the offer is made to start this critical process and can reduce the number of physical forms for applicants by gathering information electronically, delivering a fully web-enabled experience.

1. HR.com survey, "Employers Universally Using Background Checks to Protect Employees, Customers, and the Public," 2021.

Learn more
today!



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