

RHR Information Services, Inc

SelectSmart News

Editor's Note

Special points of interest:

- Federal Criminal Search
- System Enhancements
- Select Brand Assessment Testing

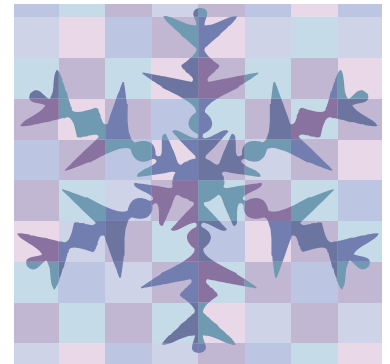
We're into the middle of March and here in Minnesota we are expecting our biggest single snowfall of the season this week. What are the two seasons in Minnesota? Winter and Road Construction.

This month we are going to look at one of our newer products, the Federal Criminal Search. If you aren't familiar with it make sure to look over the article. Also, we are making some system enhancements that will change the look of your ordering process, for more on that Read On!

In future newsletters we will feature more information on adverse action, new products and Human Resource news.

If you have any questions on the content of this newsletter or ideas for future stories contact your RHR / SelectSmart Representative.

Elizabeth Army
Client Relations Coordinator



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New Product: Federal Criminal Search

A Federal Criminal search is a great product to add to your package(s) for any applicant, but especially higher level executives. We pull records from the Federal District Courts in any state you specify. The number of District Courts varies from state to state and can

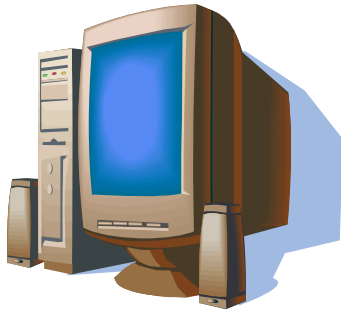
number up to four. For one cost you receive records from all District Courts within a state, with a turn time of 24 hours or less.

What are Federal crimes? A Federal Criminal Search provides records on criminal cases prose-

cuted on the Federal District Court Level. These crimes include serious drug offenses, armed bank robbery, economic/white collar crimes, computer/internet crimes, tax fraud, felony level cases

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System Enhancements



Customers of RHR Information Services, Inc, will be seeing a new screen for choosing a package. Have you ever wanted to add an extra product to your report but didn't know how? Have you ever wanted to build a new package from the ground up for a one time use?

All of this and more is now possible at www.rhris.com. Slated to be implemented by March 25, 2005 the only screen change you

will notice is when you are directed to choose a package. This screen will now feature the products currently in your package with their boxes checked. Below that there will be the option to check the boxes of various other products that you may wish to add to a package. The last package option will allow you to completely customize your own one time use package. All of our available products will be listed with boxes to check. Addition-

ally, when you roll your mouse over a specific product a narration will appear giving a summary of the product.

We feel that these changes will improve your capabilities to tailor searches on prospective employees.

If you have any questions or concerns please contact your RHR SelectSmart Representative.

“Importantly, a good hiring package can demonstrate due diligence by the employer.”

Benefits of Background Screening

Performing background checks on potential employees is still a new idea for a lot of companies. Most of these companies haven't thought of the benefits of screening applicants. Most companies that are performing background checks see it as a way to avoid violence or other problems in the workplace and a way to get the right person for the job. Both of

these benefits then reduce the costs associated with bad hiring. A good screening program can discourage applicants from falsifying their information and can help eliminate uncertainty in the hiring process. Importantly, a good hiring process can demonstrate due diligence by the employer

There are benefits to the prospective employee as well. The appli-

cant can be assured that they are looking for employment in a company that takes employee safety very seriously. Furthermore, screening may uncover cases of identity theft that the applicant may not be aware of.

The trend is definitely to create smart hiring processes within a

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Truth or Consequences

Most human resource experts would say that hiring and firing both need to combine the art of human relations with the science of fact checking. The process is full of legal hassles with an increasing emphasis on ethics and sexual predators in the work-

place.

Employers must be aware of the need to detect past crimes, especially sex-related charges. Failure to consider previous incidents can result in negligent hiring.

In the last decade there has been an increase in the awareness of companies about the consequences of hiring people with questionable backgrounds. The employer can be held

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Benefits, continued

company and expand the role of the background check. Companies continue to run more comprehensive screens each year. When creating the process many companies are integrating the background check with assessment testing and other pre-employment tools.

Since the industry is continuing to boom, employers feel safe in the fact that it is heavily regulated and monitored. This helps

to ensure that their provider isn't taking them down a dangerous legal road.

If you are interested in obtaining background checks on potential employees, assessment products or anything else mentioned in this newsletter please contact a RHR SelectSmart Representative today!!



Truth, continued

responsible for doing an incomplete check into an applicants background. Most HR managers will tell you that there are approaches to minimize said risks.

Background checks should be the first step in making a good hiring decision. Once someone has made it through that area of the process there are two more essential steps to assure better

hiring decisions. Make sure your job description is clear, concise and current and finally, interview your applicants. In fact, most HR professionals suggest that having several people interview candidates at separate times can give the most accurate picture of a potential hire.

Information taken from

New Mexico Business Weekly

You're Hired!

By Paul Krza

“A background check is the first step in making a good hiring decision.”

Federal Criminal Search, continued

arising in recognized, self-governing Native American communities, tax fraud and other crimes.

When you search for an applicants' criminal history at the state or county level, any Federal level crimes will not show on

those records. This can be an important factor if the employer is concerned about higher level crimes, especially the white collar, economic crimes.

For further information, or if you would like to add this product to your package(s) please contact

your RHR SelectSmart Representative.



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The Right Path to the Right People



Disclaimer: This newsletter has been developed for informational purposes only for use by the customers of RHR Information Services, Inc., and should not be relied upon as definitively accurate. Due to the complex nature of employment law, we strongly suggest that you work closely with legal council when making employment related decisions.

Select Brand Assessment Testing

Do you want to be able to predict a potential employees' success in a specific position? Who wouldn't, right? RHR Information Services, Inc. is proud to offer the Select brand of assessment tests to help employers determine if a candidate has an aptitude for the type of work they are applying for.

The Select System is simple to administer and score and only takes the applicant 15 to 20 minutes to complete. The Select test have been designed to measure important, work-related personality characteristics for entry-level jobs. The tests are all validated by psy-

chologists and are tailored to the work personality requirements for over 20 jobs. The results include interview probe suggestions and indications of unusual responses that should be reviewed.

The Select System comes internet ready, compatible with PC or Windows and is inexpensive and automated. This system complies with the American Psychology Association and EEOC guidelines.

The Select Associate Screening System is made available through Maximum Potential Distributors. RHR Information Services, Inc.

is happy to announce that we have become licensed distributor through Maximum Potential. For more information please contact your RHR Representative.

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