



ONLINE TOOLS TO MANAGE PEOPLE

Background Screening

Employment & Business Inquiries

with Customized, Online Access

*Value-Added Benefits
exclusively for MHA Members & Clients from*

SingleSource 
ONLINE TOOLS TO MANAGE PEOPLE

Benefits of Background Screening

Good Character makes for Good Employees

What you don't know can hurt you – especially if what you don't know is that your new hire is an embezzler, sex offender, or worse!

Negligent **hiring**, negligent **retention**, and most recently negligent **referral** lawsuits have become a favorite of plaintiff attorneys. For example, if an employee assaults anyone else in the course and scope of your business, most likely, your business will be held liable. The situation only worsens if the aggressor has a history of similar behavior. It is assumed you should have known about the previous behavior.

Repeatedly, employers **hire** or **retain** bookkeepers and others with access to corporate assets without carrying out a comprehensive background screening program. They obtain temporary and “temp to perm” personnel from staffing agencies without the scope of background screening to meet their criteria. The result? Embezzlement and theft.

In any of these circumstances, the results can be catastrophic, resulting in the closure of your business, or in the extreme, the death of an employee. For a very small fee relative to the potential risk, you can have the peace of mind, knowing you **hire and retain** people who cannot only do the job, but are of the character desired of employees for your organization’s values and culture.

Objectives of Background Screening

More than criminal record checks, a comprehensive background screening program helps to ensure the applicant is who he/she says they are, have done what they say they have done, have attained the level of education stated, are licensed to do what they do, have exhibited responsible behavior, and are of good character.

Four Reasons for Background Screening

1. To protect your assets and your bottom line
2. To protect your employees
3. To protect your customers
4. To protect your organization’s image and good name

Your MHA Background Screening Program

As an employer, you may conduct background screening and use consumer reports when you hire new employees and when you evaluate employees for promotion, reassignment, and retention.* We’ve partnered with **SingleSource**, an industry leader in background screening and human resource technology, as our preferred provider.

- Gain Instant Access to Valuable Information
*Order services and receive reports online
Available anytime, from any computer*
- Program & Fee Structure Exclusive to MHA Members
*Customized Services for Employment and Business Credit
Discounted Pricing with Reimbursement Feature*
- Technical Support
- Save Money & Create Time to
*Train, Develop, and Retain a More Productive Team
Focus on Building Your Business*

*These services are compliant with the Fair Credit Reporting Act (FCRA), Sections 604, 606, and 615.

Your MHA Background Screening Program

Employment Inquiry

Residence Trace with Criminal & Discovery

\$39 ea.

This valuable service includes a comprehensive report based on the following:

- Social Security Validation (reveals where and when the SSN was issued)
- Date of Birth Validation
- Known Aliases
- Previous Residences
- County Criminal Records for felonies and misdemeanors (jurisdiction search based on results of residence trace. *Access fees may apply in some counties.*)
- Criminal Records (42-state database)
- Proprietary Criminal Records from all 50 states
- Sexual Predator/Violent Offender database from all 50 states and D.C.
- Excluded Persons Search: searches known terrorists, drug dealers, and persons on Office of Foreign Asset Control (OFAC) excluded list

Driving History

\$15 ea. (Illinois)

\$8 ea. (Wisconsin)

Highly suggested for delivery drivers and personnel using company vehicles, a driving history is derived from Department of Motor Vehicles and/or motor vehicle reports, including offences. Inquiries are \$3 each, plus state access fee: Illinois, \$12; Wisconsin, \$5.

Additional Inquiries

Reference Check

\$10 ea.

Examines the employee's performance, promptness, and eligibility for rehire.

Employment Verification

\$8 ea.

Confirms places and dates of employment

Consumer Credit Report for Employment Purposes

\$10 ea.

Examines the credit history of an individual following a **one-time inspection**.*

NOTE: *It must not be assumed that a poor credit rating indicates dishonesty.*

*Before a report can be issued to any U.S. organization, a **one-time, physical inspection is required** to verify the legitimacy of the organization. Conducted by a credit reporting agency, **the inspection fee ranges from \$55 to \$75**, depending on your location.

Business Inquiries

Examines individuals, individuals representing a business, or businesses seeking to establish an account at your store.

• Credit Report with Score

\$10 ea.

Examines the credit history of an individual offering a personal guarantee

• Commercial Fraud Inquiry

\$35 ea.

Validates credit application for accuracy and verifies information for truthfulness.

Includes corporate credit profile summary, score and payment history.

MHA Exclusive

*Fee Reimbursement for MHA MEMBERS ONLY

Members in Illinois and Wisconsin will be reimbursed for the federal inspection fee. You will be invoiced for this **one-time fee** directly from our preferred provider, **SingleSource**, and then reimbursed in the form of a credit from MHA for future inquiries conducted within the 24 months immediately following the submission of your **Screening Registration**. Your inspection is ordered when your **Screening Registration** is processed.

To get started,

- 1** Log in at www.midwesthardware.com
- 2** Select *Background Screening* from the Menu
- 3** Click to download, print, complete and fax the Screening Registration to 904.241.0601 or 877.835.5787

User Access

Once you complete your initial **Screening Registration**, you will receive your user name and temporary password within 48 hours via email, indicating your account is open and ready to order services. You can access services through any Web browser **two** ways:

- Log in to your MHA account, select Background Screening, then click the link for registered users.
- Or, go directly to mha.SingleSourceServices.com to log on at your secure MHA user platform.

Your user platform is easy to use and features customized menu options. Select the appropriate menu item to order services. You will be sent an email notification to view results online for each inquiry.

Security

For security purposes, you may wish to assign your new background screening account a private password *when you first access* the service. Additionally, access to your online background screening account requires a distinctive log in, separate from your online MHA account.

Contact Us:

Midwest Hardware Association, Inc.

2801 Dixon Street

PO Box 8033

Stevens Point, WI 54481-8033

800-888-1817, 715-341-7100, FAX 715-341-4080

Email: mha@midwesthardware.com

Web: www.midwesthardware.com



Questions? Need more information or additional services?
Contact the **SingleSource** representative in your area:

Paul Meese, SPHR

608.849.8099 local (Madison, WI)

800.713.3412 toll free

pmeese@SingleSourceServices.com

www.SingleSourceServices.com

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