

**Background Check
&
Skill Testing Services**

Background Check Services

New Office offers an array of testing and background checks to provide further insight into the important attributes of candidates. This is a crucial part of the pre-employment process and can assist employers in making more informed hiring decisions. Use this order form to purchase services a-la-carte or save money with our packages on the next page.

<p><u>Social Security Trace & Theft Database</u> Verification of SSN, residential history and any other names and SSN's used by applicant.</p>	<p>\$20 ___</p>
<p><u>Credit Check</u> Provides address & employment history, SS fraud & public records search, along with a financial summary. Public records can include bankruptcies, liens, judgments & collections.</p>	<p>\$30 ___</p>
<p><u>Federal Criminal Background Check</u> Minimum 7 years of records are searched for existing history of felony and misdemeanor convictions.</p>	<p>\$40 ___</p>
<p><u>State Criminal Background Check</u> Minimum 7 years of records are searched for existing history of felony and misdemeanor convictions.</p>	<p>\$50 ___</p>
<p><u>County Criminal Background Check</u> Minimum 7 years of county records are searched for existing history of felony and misdemeanor convictions.</p>	<p>\$60 ___</p>
<p><u>County Civil Search (per county)</u> Minimum 7 years of county records are searched for existing history of felony and misdemeanor convictions.</p>	<p>\$50 ___</p>
<p><u>Education Verification (per degree)</u> We confirm dates of attendance and awarded degree(s).</p>	<p>\$30 ___</p>
<p><u>Motor Vehicle Report</u> Reports can include records of minor traffic violations up to felonies and DUI's. Records are only searched for 3 years.</p>	<p>\$40 ___</p>
<p><u>Two Reference Checks</u> Our recruiters conduct phone interviews with personal or professional references regarding character, job performance, etc.</p>	<p>\$50 ___</p>
<p><u>Employment Verification (per employer)</u> Search specialists conduct phone confirmation of employment status and salary range(s).</p>	<p>\$50 ___</p>
<p><u>Sex Offender Registry</u> Search of the National Sex Offender Registry.</p>	<p>\$20 ___</p>

Background Check Packages

Package #1

Product	Individual Price	Package Price
SSN Trace & Theft	\$20	\$135
County Criminal	\$60	
Credit Check	\$30	
Motor Vehicle Report	\$40	

Package #2

Product	Individual Price	Package Price
SSN Trace & Theft	\$20	\$145
County Criminal	\$60	
Credit Check	\$30	
Reference Checks	\$50	

Package #3

Product	Individual Price	Package Price
SSN Trace & Theft	\$20	\$200
County Criminal	\$60	
Credit Check	\$30	
Reference Checks	\$50	
Education Verification	\$30	
Employment Verification	\$50	

Software and Skills Testing

NewHire also offers the following tests and assessments to ensure that job applicants are a good match for your position.

Wonderlic™ Testing

Wonderlic™ online personnel test.....\$35

The *Wonderlic Personnel Test* is a short-form measure of cognitive ability and aptitude which are two of the most accurate predictors of employment success.

Microsoft Office

	Microsoft
Excel.....	\$30
Microsoft Word.....	\$30
Microsoft Outlook.....	\$30
Microsoft Access.....	\$30
Microsoft PowerPoint.....	\$30

Keyboarding Skills

Typing Speed and Accuracy.....	\$30
Data Entry (alphanumeric).....	\$30
Data Entry (numeric).....	\$30
Data Entry (legal).....	\$30
Data Entry (medical).....	\$30

TTI Assessments

DISC Test.....Call for pricing

DISC testing provides insight into a candidate's behavioral style. It does not test intelligence or skill, but rather analyzes a person's manner of doing things and communicating with others

PIAV Test.....Call for pricing

PIAV testing identifies a candidate's unique set of personal interests, attitudes, and values. It provides insight into the source of a candidate's desire to become involved in or to avoid certain activities.

Job Benchmarking Tool.....\$495

Job Benchmarking gathers and synthesizes information from your current employees to produce an inventory of traits that a candidate might possess to encourage success in your open position.