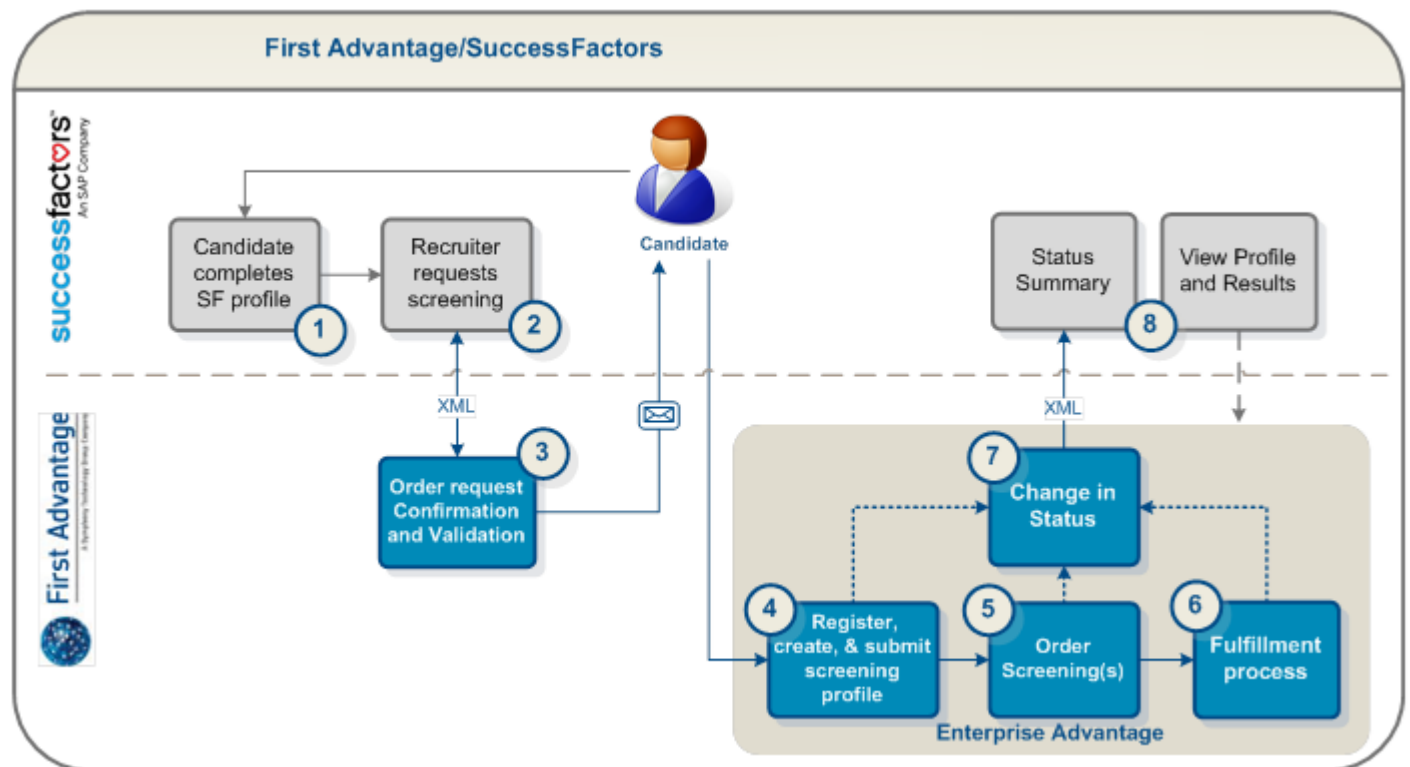


## Screening Initiation Process

The First Advantage Integration with SuccessFactors (SF) is a two-part process that allows the candidate to create a profile in the First Advantage mobile-friendly Profile Advantage (PA) platform to collect all screening related data and once complete the order is submitted for processing. The details along with considerations and benefits are noted below.

### Profile Advantage Profile

The order is initiated from SuccessFactors which triggers an email to the applicant requesting that they complete a screening profile in Profile Advantage (PA). Once the profile is submitted, the screening request is automatically submitted for fulfillment processing.



#### Process Step Details:

- 1) Candidate completes a candidate profile and progresses through the hiring workflow in SuccessFactors. During this process the candidate data and consent are collected for the screening request.
- 2) Hiring Manager/recruiter selects account and package and initiates the screening request.
- 3) First Advantage confirms receipt of order and performs initial data validation.
  - a. Errors with request are provided back to SuccessFactors.
  - b. Successful requests create a profile in FADV and trigger an email to the candidate inviting them to complete a screening profile

- 4) The candidate accesses the client's Profile Advantage site where they will register, supplement pre-populated data from SuccessFactors and submit the screening profile. Status is sent to SuccessFactors during this process.
- 5) Once submitted the screening order(s) are created, background and/or drug test.
- 6) The request progresses through the fulfillment process.
- 7) During order fulfillment, First Advantage sends case status to SuccessFactors.
- 8) SuccessFactors displays order and component status, results, and a link to view candidate PA profile or detailed screening results.

### Benefits:

- Requires minimal data to be collected upfront from the candidate.
- Allows Sensitive Personally Identifiable Information (SPII) to be captured by First Advantage.
- Ability to leverage the mouse signature consent process, which can be used in lieu of a wet signature with some verifications.
- International searches – Ability to leverage the document upload process, candidates can download and upload the country specific required documentation when completing the screening profile.

### Considerations:

- Integration is ordering as the FADV Enterprise Advantage User Id. It is suggested that the FADV User Id is setup as the email address.
  - If a SuccessFactors' user is ordering via the Integration, that user will have to be setup in Enterprise Advantage with appropriate ordering and viewing rights.
- Requires separate discussion on Profile Advantage (PA) site setup.
  - The screening process is required to be "Instant" to fully leverage International with the Document Upload feature.
  - The "Instant" process requires package to be provided on the initial request. One-off searches would be handled outside of this process.
- If Drug Test is in scope, it should be ordered together with the background in the same package. This process ensures that the background and drug test results will both display in SuccessFactors.
- Data collected on the Application Profile is not provided back to SuccessFactors /Client.

## Screening Data Requirements

This section specifies all the data fields that can be supported with the FADV and SuccessFactors Integration.

<b>MR</b>	Minimally required for a PA profile to be created successfully.
<b>SR</b>	Data that is required for a section in order for any data to populate within that section.
•	Required data for a section. Fields are not all inclusive as requirements can vary by country and some fields are not supported by the standard Integration between FADV and SF.

Data Field Information	Required	Comments
<b>Ordering</b>		
Order As Account Number	<b>MR</b>	
Order As User Id	<b>MR</b>	User's email address
Package ID	<b>MR</b>	
Subject/Candidate Type		Standard with Integration: "PROFILE"
Client Defined Field 1 (SF applicant ID)		Values are standard with the Integration
Client Defined Field 2 (SF Requisition ID)		
User Defined Field 1		<ul style="list-style-type: none"> <li>▪ Used for Invoicing &amp; Reporting</li> <li>▪ SF Recruiting Management fields can be mapped to these FADV values.</li> </ul>
User Defined Field 2		
User Defined Field 3		
User Defined Field 4		
User Defined Field 5		
User Defined Field 6		
Requestor Email	<b>MR</b>	Required for email notifications to Requestor
Copy to Applicant		Sends consumer report to candidate
<b>Candidate</b>		
First Name	<b>MR</b>	
Middle Initial		
Last Name	<b>MR</b>	
Candidate Email	<b>MR</b>	
Country	SR	Current address only
State (Region)	SR	
Address1	•	
Address2		
City (Municipality)	•	

Data Field Information	Required	Comments
Zip Code (Postal Code)	•	
Primary Phone		Required format: (XXX)XXX-XXXX
Issuing Authority (default to "SSN" for US)	•	
SSN	•	
Date of Birth	•	
Mother's Maiden Name		Required for Puerto Rico candidates
<b>Alias Name (Multiple instances)</b>		
Alias First Name 1/2		
Alias Last Name 1/2		
<b>Education (Multiple instances)</b>		
Country	SR	Standard 2 Digit ISO code ONLY
State (Region)	SR	Standard 2 Digit ISO code ONLY
School (Institution/School Name)	SR	
City (Municipality)	•	
Major		
Degree (Degree Type / Level)	•	Standard list of values*
From Date (Start Date)	•	
End Date	•	
Graduation Date (Degree Date)	•	Required if graduated
School Type		Standard list of values*
<b>Employment (Multiple instances)</b>		
Employer Type	SR	<b>Values:</b> current, prior
Employer Country	SR	
Company Name (Employer Name)	SR	
Employer State (Region)	•	
Employer City (Municipality)	•	
Employer Address Line 1		
Employer Zip Code		
From Date (Start Date)	•	
End Date	•	
Title (Position/Job Title)	•	
Name of Supervisor	•	
Employer Phone (Supervisor Phone)		
Salary		

Data Field Information	Required	Comments
Salary Frequency		
Reason For Leaving		
Permission to contact Current Employer		Applies only to current, all prior employers will be verified if provided.
<b>License Information (Multiple instances)</b>		
License Country	SR	
Licensing Agency (Region/State)	SR	
License Number	•	
License Name	•	<b>Values:</b> cer, faa, ind, lic, mvr, ins
License Description		
<b>References (Multiple instances)</b>		
Reference First Name	SR	
Reference Last Name	SR	
Reference Country	SR	
Reference State (Region)	•	
Years Acquainted (Length of Relationship)	•	
Reference Email Address	•	
Reference Phone Number	•	
<b>Military</b>		
Branch	•	

*\*Fields that require a standard list of values, please note values are case sensitive:*

- Degree Type: high school, GED, professional, certification, vocational, associates, bachelors, masters, doctorate, and post doctorate
- School Type: GED, high school, secondary, trade, community, college