



# The Lynx Link

Winter 2006

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**Employer Lynx, Inc.**

**Private Investigation  
Pre-Employment Screening**

**K.J. Smith  
Director of Operations/P.I.**

**Nevada Private  
Investigator License #793**

## From Desk of K.J. Smith

*Director of Operations/P.I.*

We made it through 2005, and what a year it was. The year was busy for Employer Lynx as we continued to research, upgrade and add new products and services to better serve our customers. So many positive things have happened that we can only touch lightly on a few of them now, but you'll be hearing more details as the New Year progresses.

After several months of testing, verifying and retesting, we have instituted a secure web-based, user-friendly program that provides faster service and makes it easier for you to follow and review reports from start to finish online. We'll be announcing other important elements and advances in this program throughout the year.

We also added two new screening programs, the Medical Scan Alert and the National Criminal Database search. The addition of these screening resources was due to your requests for more focused and specialized investigation capabilities. Watch for more new programs in 2006.

We increased the Employer Lynx staff and promoted Lori Wildman to Supervisor of Operations. Lori oversees the research staff and is an important contact for interpretation of results and website access information.

Shortly before the close of 2005, we were awarded a background investigation contract with the State of Nevada. Please see details in this issue of The Lynx Link.

Doug Moser, account executive and client liaison, has increased our presence in the business community and has enabled us to further build and diversify our client list in both the private and public sector. He will be responsible for coordinating and maintaining our relationships with city, county and state agencies, as well as increasing our field presence around the state with current and future clients.

Thanks to your confidence, trust and referrals, the Employer Lynx client list increased 15 percent in the last year. This increase has prompted us to move to larger facilities. If you haven't updated your records yet, our new address is 501 E. Caroline St., Carson City, NV 89701. All telephone and fax numbers remain the same.

We increased our presence in the transportation industry through agreements with numerous local, regional and long-haul trucking companies to help them maintain Department of Transportation compliance.

The Employer Lynx website will be upgraded in 2006, including an educational and information section for members only.

I thank you for a great 2005 and look forward to furthering our relationship and increasing our services in 2006. Your trust and confidence in Employer Lynx, Inc. is important and your input is always encouraged.

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**Background checking is  
our only business.**



## Frequently Asked Questions

As you know, Employer Lynx welcomes your questions and strives to answer them to your complete satisfaction throughout the year. Following is a list of questions we are asked most frequently. We hope this helps you to better understand how our services work. If your question isn't answered here, please don't hesitate to contact us.

### 1. What do your services cost?

Employer Lynx offers a menu of services. You select specific screenings that best fit the position and responsibilities of the person you are considering hiring. A good rule of thumb is one day's pay for the position you are filling.

### 2. How long has Employer Lynx been in business?

Over ten years.

### 3. Is Employer Lynx owned by or is it a subsidiary of any employment service, staffing agency or personnel placement firm?

Absolutely not. Employer Lynx is an independent, privately held company. It has no ownership affiliation with, nor is it a subsidiary of, any



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Questions for the staff are invited.

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employment service, staffing agency or personnel placement firm.

### 4. How does my business sign up?

The process is simple. First, you must fill out an Agreement for services. This document authorizes Employer Lynx to do background investigations as you request within all applicable laws and regulations. Second, a Company Profile is submitted. This document tells us how you want to receive your screening results—fax or secure email—and who within your company is authorized to receive results. Finally, we need a copy of your business license.

### 5. Are there any membership, retainer or monthly fees?

No. You pay only for the services your request. There are never any hidden fees.

### 6. If requested, will business references be provided?

We are happy to provide references. Our current client list consists of over 500 companies and businesses of all sizes in a wide variety of industries.

### 7. Our company has a background screening release and disclaimer on our job application. Why do the applicants have to complete and sign a separate Employer Lynx Release Form?

It is federal law that an applicant is made aware of pre-employment and background investigations being made through a third-party. So, in addition to any release disclaimers you may have on your employment application, the applicant must

complete and sign an Employer Lynx Release Form.

### 8. Should I include an Employer Lynx Release form with all my employment applications?

It is a good idea. It means you have it on file, so you don't have to track the applicant down to sign the release later if you decide the candidate might fit the position you are recruiting for. Also, you'll find that requiring an applicant to fill out the release with the initial application will automatically eliminate those who might have second thoughts about having their background checked. Remember, about 52 percent of all job applications have some untruths.

### 9. How long does it take to receive complete screening results?

It depends on the screenings and background investigations you request. We try to have results within three working days; however, some portions of the screenings may take a little longer, such as criminal checks that depend on county or state response, and background investigations.

### 10. How will I receive screening results?

You have a choice of receiving your results by fax or by email notification through a secure website. We recommend the email notification. Through this new service from Employer Lynx, you will be notified that your screening request is being processed, and you can follow the

# Employer Lynx Q & A



results on a daily basis using your own password.

## **11. How do I get my report online?**

You must be listed with us as a contact person for your company. We also need your email address in order to send a password to view reports. If you are currently receiving reports by fax and would like to switch to the online service, call our office.

## **12. What are the advantages of using the online report system?**

Notification will be sent verifying our receipt of your screening request. Online report retrieval enables the user to view the progress of the report daily enabling you to see updated information as soon as we receive it. Specific reports can be viewed by the individual's name and Social Security number. If the report has pending information, you will see "THIS REPORT IS STILL PENDING COMPLETION" in red at the top of the report. You'll know the results are complete when this notification no longer appears.

## **13. If I have questions or want further explanation of background results, is there someone I can call at Employer Lynx?**

Our research staff is always available during normal business hours, Monday through Friday, to help you understand and interpret results. There is no charge for this service.

## **14. Does the candidate have to be provided with a copy of his/her background report?**

Under the Fair Credit Reporting Act, the applicant has the right to a copy of his/her screening results. If a candidate is denied a position specifically because of the

background investigation, it is the employer's obligation, under federal law, to provide that person with a copy of the report and his/her summary rights.

## **15. What do I do if the applicant disagrees or questions the screening results?**

The applicant may call Employer Lynx, and we will explain the steps that we took to find the disputed results. If warranted, we will double-check the area in question. There is no charge to the applicant or the employer.

## **16. Does Employer Lynx do drug and alcohol screening?**

No. However, we can refer you to reputable drug and alcohol screening resources in your area.

## **17. What kind of criminal background checks can you do?**

We offer a variety of criminal search options, including county and state prison searches, national criminal data search and federal records, as well as registered sex offender databases.

## **18. Our company is a small, stable firm with little employee turnover. We don't have a consistent, on-going need for pre-employment screening. We'll probably have a need for your services only sporadically. Are your services available to us?**

Yes. Whether you need us a few times a year or 50 times a month, it makes no difference. We work with companies large and small. You're important to us no matter what your size.

## **19. Can a customized program be put in place specifically for our company?**

Yes. We'll analyze your exact needs and expectations and put together a

specific screening program that meets your requirements.

## **20. Because of new state and federal regulations, I need to check current employees. Can you do that?**

There are certain government regulations being mandated that require certain employees to have some type of background screening. If this is now a requirement in your business, contact us and we will help you meet those requirements.

Remember, you must take specific non-discrimination steps when screening current employees. We suggest consulting with your legal counsel to determine proper implementation of regulations.

## **21. If I need assistance to determine specific background checks for a specific job title, will you help me?**

We know that there is not a "one size fits all" background investigation. You owe it to yourself and the welfare of your company to address the specific responsibilities and requirements of each position. Different positions and titles require different expectations. All you have to do is ask. Every one of our Employer Lynx clients deserves the most concise and up-to-date direction possible to best protect his/her personnel investment.

## **22. When do we pay for services?**

Our billing closes the last day of each month. You should receive your statement around the 10th of the following month.

# Final Thoughts

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## *Employer Lynx Awarded State Contract*

Employer Lynx, Inc. has been awarded a four-year contract by the State of Nevada, Department of Administration, Purchasing Division, to perform background investigations for various state agencies. The scope of work will allow using agencies to select elements of specific background investigations from a menu system.

“Providing the availability of our services to public agencies within the State of Nevada system is an important component in the continued growth of Employer Lynx. It will enable us to expand our portfolio

of pre-employment and background investigation services, which in turn will benefit our entire member roster providing added value in areas not previously offered. In addition, any local government entity, including counties, cities, towns and school districts may join in or use any portion of the contract as negotiated with the State of Nevada,” said Doug Moser, Account Executive and Client Liaison of Employer Lynx.

K.J. Smith, Director of Operations of Employer Lynx, will administer the program and Lori Wildman, Operations Supervisor of Employer Lynx, will oversee the program.

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