



DISA Global Solutions
11740 Katy Freeway, Suite 900
Houston, TX 77079
www.disa.com

Employment Verifications

Verification of an applicant's employment history (Employer (company), start/end dates, and job title). The length of employment history verified depends on customer requirements.

Attempts consist of contacting the company via their preferred method of contact; or, if their preferred method of contact is unknown, via a verified phone number, email address, fax number, or mailing address. The number of attempts made as well as the standard questions asked depend on the DISA platform the customer uses.

Third-party services may be required by the company, resulting in access fees*, for which the customer will be charged.

*Third-Party fees up to \$75.00 are automatically approved. Fees over \$75.00, with the exception of The Work Number access fees, require prior customer approval.

DISAScreen

Attempts:

Four (4) attempts are made over the course of four (4) business days.

International Employment Verifications, if available, are processed for up to twenty (20) days with a varied number of attempts made.

Standard Questions:

- Employer (company) Name
- Job Title
- Start Date
- End Date and/or currently employed

DISAWorks

Attempts:

Three (3) attempts are made over the course of three (3) business days.

International Employment Verifications, if available, are processed for up to twenty (20) days with a varied number of attempts made.

Standard Questions:



- Contact Name, title, phone number
- Employer (company) name and address
- Dates Employed From/To
- Title
- Reason for leaving
- Employment Type Full Time/Part Time/Other
- Eligible for rehire
- Additional Information

eFetch

Attempts:

Three (3) attempts are made over the course of three (3) business days.

International Employment Verifications, if available, are processed for up to twenty (20) days with a varied number of attempts made.

Standard Questions:

- Dates of Employment
- Position Held

DISA630

Attempts:

Three (3) attempts are made to the company and two (2) attempts made to the applicant for supporting documentation over the course of five (5) business days.

International Employment Verifications, if available, are processed for up to twenty (20) days with a varied number of attempts made.

Standard Questions:

- Dates of Employment
- Job Title

Deverus 3

Attempts:

Five (5) attempts are made over the course of five (5) business days.



International Employment Verifications, if available, are processed for up to twenty (20) days with a varied number of attempts made.

Standard Questions:

- Contact's name and title
- Dates of Employment
- Job Title

ACCIO

Attempts:

Three (3) attempts are made over the course of three (3) business days.

International Employment Verifications, if available, are processed for up to twenty (20) days with a varied number of attempts made.

Standard Questions:

- Contact's name and title
- Dates of Employment
- Job Title

TazWorks

Attempts:

Three (3) attempts are made over the course of three (3) business days.

International Employment Verifications, if available, are processed for up to twenty (20) days with a varied number of attempts made.

Standard Questions:

- Contact's name and title
- Dates of Employment
- Job Title



Education Verifications

Independently verifies education information disclosed by the applicant, such as school attended, dates of attendance and/or graduation, and the type of diploma/degree received.

Attempts consist of contacting the school via their preferred method of contact; or, if their preferred method of contact is unknown, via a verified phone number, email address, fax number, or mailing address. The number of attempts made as well as the standard questions asked depend on the DISA platform the customer uses.

Third-party services may be required by the school, resulting in access fees*, for which the customer will be charged.

*Third-Party fees up to \$75.00 are automatically approved. Fees over \$75.00 require prior customer approval.

DISAScreen

Attempts:

Three (3) attempts are made over the course of five (5) business days. Searches may be left open for up to twenty (20) days with additional attempts made based on school schedule, processes, and method of fulfillment.

International Education Verifications, if available, are processed for up to twenty (20) days with a varied number of attempts made.

Standard Questions:

- Candidate Name
- School Name
- Degree earned
- Major
- Date of graduate OR enrollment dates
- Name and title of person verifying the information (if an individual at the school)

DISAWorks

Attempts:

Three (3) attempts are made over the course of three (3) business days.

International Education Verifications, if available, are processed for up to twenty (20) days with a varied number of attempts made.



Standard Questions:

- Contact Name, title, phone number
- Year graduated
- Did not graduate/attended only
- Major
- Degree earned
- Degree (specify type)
- Certificate (specify type)
- Dates Attended From/To

eFetch

Attempts:

One (1) to twenty (20) attempts are made within a twenty (20) business day period depending on school schedule, processes, and method of fulfilment.

International Education Verifications, if available, are processed for up to twenty (20) days with a varied number of attempts made.

Standard Questions:

- Type of Degree
- Major
- Graduation Date

DISA630

Attempts:

Three (3) attempts are made to the company and two (2) attempts made to the applicant for supporting documentation over the course of five (5) business days.

International Education Verifications, if available, are processed for up to twenty (20) days with a varied number of attempts made.

Standard Questions:

- Major
- Degree Claimed
- Dates Attended
- Date of Graduation



Deverus 3

Attempts:

One (1) attempt made per business day for thirty (30) business days.

International Education Verifications, if available, are processed for up to twenty (20) days with a varied number of attempts made.

Standard Questions:

Enrollment-Only:

- Contact's name and title
- Start Date
- Last Date Attended

Degree Earned:

- Contact's name and title
- Degree Type
- Major
- Graduation Date

ACCIO

Attempts:

Three (3) attempts are made over the course of three (3) business days.

International Education Verifications, if available, are processed for up to twenty (20) days with a varied number of attempts made.

Standard Questions:

Enrollment-Only:

- Contact's name and title
- Start Date
- Last Date Attended

Degree Earned:

- Contact's name and title
- Degree Type
- Major
- Graduation Date

TazWorks

Attempts:



Three (3) attempts are made over the course of three (3) business days.

International Education Verifications, if available, are processed for up to twenty (20) days with a varied number of attempts made.

Standard Questions:

- Candidate's name
- School Name
- Degree Earned



Personal Reference Verifications

Procure a declaration from someone who knows the applicant and can attest to who they are. This person will be contacted to provide or verify a declaration.

Attempts consist of contacting the reference via their preferred method of contact; or, if their preferred method of contact is unknown, via a verified phone number, email address, fax number, or mailing address. The number of attempts made as well as the standard questions asked depend on the DISA platform the customer uses.

DISAScreen

Not Offered

DISAWorks

Attempts:

Three (3) attempts are made over the course of three (3) business days.

Standard Questions:

- How long have you known the individual?
- In what capacity have you known the individual?
- Does the individual work well with others?
- Are there any positive or negative traits that differentiate this individual from others?
- Would you hire this individual?
- Additional information:

eFetch

Attempts:

Three (3) attempts are made over the course of three (3) business days.

Standard Questions:

- Please confirm your name and title.
- How long have you known (Candidate Name)?
- What type of relationship do you have with the applicant? (Friend, cousin, etc.)
- Who is the applicant's current employer?
- What is the applicant's current title?
- Who is the applicant's previous employer?
- What is the applicant's previous title?



DISA Global Solutions

- What would you consider as some strengths for the applicant?
- Would you be satisfied working under the applicant's leadership?
- Would you consider the applicant to be of honest, trustworthy, and of good character?
- Does the applicant handle stress in a calm manner?
- Would you recommend the applicant for the position?
- Any additional comments?

DISA630

Attempts:

Three (3) to five (5) attempts are made over the course of five (5) business days.

Standard Questions:

- How long have you known the applicant?
- How do you know the applicant?
- Which of the following do you think best describes the applicant's trustworthiness and reliability?
- Would you have any concerns if the applicant were in a position where they were trusted with the custody of dangerous materials?
- Is there anything that you would like to share regarding the person's trustworthiness and reliability that you believe is pertinent?
- Can you provide the name and telephone number of a person who knows the applicant and who can be contacted as a personal reference?

Deverus 3

Attempts:

Three (3) to five (5) attempts are made over the course of five (5) business days.

Standard Questions:

- How long have you known the applicant?
- How would you describe the applicant's character or attitude?
- How would you describe the applicant's ability to get along with others?
- What positive qualities does he/she possess?
- Are there any negative qualities that you can think of?
- Is there anything else you would like to add that I have not already asked you?

ACCIO

Attempts:



Three (3) attempts are made over the course of three (3) business days.

Standard Questions:

- Contact's name and phone number
- How long have you known this person?
- Where (at what businesses) have you worked together?
- Did you work in the same department?
- Were you their supervisor, peer, or subordinate?
- How was his/her attendance?
- Would you be willing to work with him/her in the future?
- Does he/she work well with others?
- How are his/her work habits?
- How are his/her written communication skills?
- How are his/her oral communication skills?
- What are his/her strengths?
- What could he/she improve?
- Please rate their overall performance on a scale of 1 to 10, where 1 is the worst and 10 is the best

TazWorks

Attempts:

Three (3) attempts are made over the course of three (3) business days.

Standard Questions:

- What is your relationship the applicant and how long have you known him/her?
- What is the applicant's job and nature of his/her duties?
- How would you describe the candidate's attention to detail and meeting deadlines?
- What area of development could the candidate focus on?
- How did he/she show initiative or leadership in his/her job?
- Do you consider him/her trustworthy and reliable. If not why?
- How did he/she get along with his/her Associates?
- In your opinion, has he/she ever shown a propensity for violence or dishonesty in the workforce?
- In your opinion, if you were responsible for the hiring process, would you consider him/her eligible for rehire?
- Is there anything you would like to add regarding him/her?



Professional Reference Verifications

Procure a declaration from someone who has worked with the applicant and can attest to who they are. This person will be contacted to provide or verify a declaration.

Attempts consist of contacting the reference via their preferred method of contact; or, if their preferred method of contact is unknown, via a verified phone number, email address, fax number, or mailing address. The number of attempts made as well as the standard questions asked depend on the DISA platform the customer uses.

DISAScreen

Attempts:

Four (4) attempts over four (4) business days (two automated emails and two phone calls/emails).

Standard Questions:

- What is your relationship to the candidate?
- How long did you work with the candidate?
- What was their job title?
- What were their responsibilities?
- What was the candidate's reason for leaving?
- Would you work with the candidate again?

DISAWorks

Not Offered

eFetch

Attempts:

Three (3) attempts are made over the course of three (3) business days.

Standard Questions:

- Please confirm your name and title.
- Where did you work with (Candidate Name)?
- How long have you known them?
- Please briefly describe the responsibilities of their position:
- How was their attendance?
- Were they on-time and dependable?



DISA Global Solutions

- Can you identify any areas for improvement?
- What would you consider to be their three greatest strengths?
- Did they get along well with coworkers?
- How well did they manage stress?
- Do you know of any instances where they were reprimanded or disciplined? If so, please explain.
- Were they ever promoted while working there?
- If they have left, why did they leave the position?
- Would you personally consider them re-hirable?

DISA630

Attempts:

Three (3) to five (5) attempts are made over the course of five (5) business days.

Standard Questions:

- Candidate Name
- Reference Name and phone number
- How long have you known the applicant?
- What was the applicant's job and the nature of his/her duties?
- When he/she begins a task, would you say that he/she carries it through to completion?
- What would you say is his/her greatest strength?
- What could he/she do to improve their job performance?
- How did he/she show initiative or leadership in his/her job?
- Is he/she dependable?
- How did he/she get along with his/her associates?
- In your opinion, has he/she ever shown a propensity for violence or dishonesty in the workforce?
- In your opinion, if you were responsible for the hiring process, would you consider him/her eligible for rehire?
- How was his/her punctuality and attendance?
- Please describe the applicant's attention to detail and accuracy

Deverus 3

Attempts:

Three (3) to five (5) attempts are made over the course of five (5) business days.

Standard Questions:

- How long have you known the applicant?
- How would you describe the applicant's quality of work?



DISA Global Solutions

- How would you describe the applicant's ability to get along with co-workers?
- How was the applicant's attendance/punctuality?
- What positive qualities does he/she possess?
- Are there any negative qualities that you can think of?
- Is there anything else you would like to add that I have not already asked you?

ACCIO

Attempts:

Three (3) attempts are made over the course of three (3) business days.

Standard Questions:

- Contact's name and phone number
- How long have you known this person?
- Where (at what businesses) have you worked together?
- Did you work in the same department?
- Were you their supervisor, peer, or subordinate?
- How was his/her attendance?
- Would you be willing to work with him/her in the future?
- Does he/she work well with others?
- How are his/her work habits?
- How are his/her written communication skills?
- How are his/her oral communication skills?
- What are his/her strengths?
- What could he/she improve?
- Please rate their overall performance on a scale of 1 to 10, where 1 is the worst and 10 is the best

TazWorks

Attempts:

Three (3) attempts are made over the course of three (3) business days.

Standard Questions:

- In what capacity did you work with him/her? Where and for how long?
- What was the applicant's job and the nature of his/her duties?
- When he or she begins a task would you say he/she carries it through to completion?
- What would you say is his/her greatest strength? What could he/she do to improve his/her job performance?
- How did he/she show initiative in his/her job?
- Do you consider him/her to be trustworthy and reliable, if not, why?



DISA Global Solutions

- How well did he/she get along with associates?
- Have they ever shown a propensity for violence or dishonesty in the workplace?
- In your opinion, if you were responsible for the hiring process, would you consider him/her eligible for rehire?
- Is there anything you would like to add regarding him/her?