

BACKGROUND INVESTIGATION REPORT

SAMPLE REPORT

January 1, 2003

Jane Doe
Director, Human Resources
XYZ Corporation
1234 Easy Street
Anytown, CA 12345

Dear Ms. Doe:

SUBJECT: RILEY, PATRICK GEORGE

The following is a background investigation report, which was conducted by Infortal Associates, Inc. on the above mentioned subject.

I. Felony Criminal Record

Jurisdiction searched:	Santa Clara County, CA
Dates of search:	1/1/94 to 6/1/01
Information found:	No cases found.

2. Misdemeanor Criminal Record

Jurisdiction searched:	Santa Clara County, CA
Dates of search:	1/1/94 to 6/1/01
Information found:	One case, see below

Misdemeanor Case

Case #:	E1234567
Filed in:	Santa Clara County Municipal Criminal Court
Date:	6/19/97

Charges:

Count I. VC23152(a) - Driving under the influence of alcohol or drugs.
Count II. VC23152(b) – Driving under the influence of alcohol or drugs with a blood alcohol content .08% or higher.
Count III. VC22454.5 – Unlawful passing of school bus.

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Description:

On 6/18/97, the subject was observed by police officers weaving in and out of a northbound lane of San Tomas Expressway in San Jose. The subject then passed a school bus. A traffic stop was initiated. The subject was observed by police to have blood-shot eyes and slurred speech. When requested to step out of the car, the subject threw open the door and stumbled out. After failing Field Sobriety Tests, the subject was arrested on the above charges.

Disposition:

7/3/97: Arraignment. The defendant was present with an attorney and pled nolo contendere to all charges. The defendant was sentenced to three years court probation and fined \$617. The defendant shall not commit any criminal offense, refuse BAC testing, or drive a vehicle with alcohol in blood. The defendant shall obey all laws, comply with sentencing, drive only if licensed and insured and submit proof of SR22.

Note: The candidate was verified to be the defendant by full name, date of birth, California Driver's License number, and Social Security number.

3. Civil Record

Jurisdiction searched: San Mateo County, CA
Dates of search: 1/1/94 to 6/1/01
Information found: One case, see below

Civil Case

Case #: SM96478923
Filed in: San Mateo County Superior Civil Court
Filing date: 2/2/96

Complaint:
Personal injury involving an automobile.

Disposition:
4/29/96 Arbitration. An arbiter found for the plaintiff and ordered the defendant to pay damages in the amount of \$36,000.

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5/24/96: The defendant filed a rejection of the arbitration award and requested a jury trial. Due to the amount involved, the case was moved to the Superior Civil Court.

2/2/97 Jury Trial. The jury found in favor of the defendant. The arbitration award was recalled.

Note:

The candidate verified to be the defendant by full name, address and Social Security number.

4. Department of Motor Vehicles

Subject has a suspended license with the following violations for the State of California:

Driving under the influence of alcohol or drugs and Unlawful passing of schoolbus (6/18/97); Speeding (8/4/95) with a satisfied failure to appear (1/2/96); Speeding (2/16/00) with an unsatisfied failure to appear.

Note:

The candidate's license was suspended (5/1/00) for failure to appear.

5. Education Verification

University/College:	University of California, San Diego San Diego, CA
Date verified:	6/1/01
Verified with:	Carolyn Clark, Registrar
Degree earned:	Bachelor of Science
Type of Degree:	Electrical Engineering
Date Graduated:	5/15/85

6. Employment Verification

Employer:	Microquest Sunnyvale, CA
Date verified:	6/1/01

Verified with: David Casey, Human Resources Assistant

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Position of applicant: Engineering Manager
Dates of employment: 7/5/87 to 11/16/01
Eligible for rehire: Yes
Salary: \$85,000 per year.

7. Employment Verification

Employer: Zybar
Menlo Park, CA
Date verified: 6/12/97
Verified with: Dr. Lynn Statler, Director of Engineering
Position of applicant: Engineer
Dates of employment: 7/1/85 to 7/4/87
Eligible for rehire: Yes
Salary: \$45,000 per year

Note: Dr. Statler stated Mr. Riley "comes highly recommended."

8. Social Security Trace

A social security/address verification was conducted on the social security number: 123-45-6789.

The following information was revealed:

RILEY, PATRICK
1527 SHOREBIRD CT., REDWOOD CITY, CA 94063 (7/94)
RILEY, PAT G.
380 NEWHAVEN DR., LANCASTER, PA 17605 (2/83)

9. Credit Report

Reporting agency: Transunion
Date of report: 6/11/00
Number of open accounts: 15
Reported high credit limit: \$227,000
Reported outstanding balance: \$155,735

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Derogatory information: Two accounts have been placed for collections totaling \$1,086. The candidate has an unsatisfied state tax lien for \$840, filed 12/6/00. The candidate has a civil judgement against him for \$1,245.55 on 10/29/97.

Note: Of the outstanding balance, \$150,630 is attributable to mortgage and/or installment accounts.

10. Suits, Liens, Judgements and Declarations of Bankruptcy

A database search was made for any Suits, Liens, Judgements, or Declarations of Bankruptcy involving the candidate in the state of California.

The following information was revealed:

Item Number: 1
Filing Number: 9045896
Document Type: SMALL CLAIMS
Judgment Date: 10/29/97
Amount: \$1245.55
Defendant: RILEY, PATRICK
1527 SHOREBIRD CT., REDWOOD CITY, CA 94063
Court: REDWOOD CITY MUNICIPAL, REDWOOD CITY, CA
Plaintiff: HELLO DOLLY ENTERTAINMENT, INC.

Note: The above case is verified to involve the candidate by name and address.

11. Real Estate Search

A search was made for any real estate held by the candidate in the state of California, specifically San Mateo County.

No records were revealed.

12. Corporations and Limited Partnerships

A search was made for any record of Corporations or Limited Partnerships in the state of California.

No records were revealed.

13. Reference Interview

Interview with:	Reference A
Date of interview:	6/12/00
Candidate/Reference relationship:	The candidate and reference were coworkers at for six years.

Technical Skills

Description:	“He is extremely technically competent.”
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Management Skills

Description:	“He is very professional and has a hands-off approach. People came to him with problems and he was able to resolve them.”
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Interpersonal Skills

The candidate was described as:	Very personable, friendly and conscientious with a good sense of humor.
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Communication Skills

Verbal skills:	Excellent.
Written skills:	Very clear, concise and technically outstanding.
Written work included:	Technical documents.

Presentation Skills

Skills were described as:	Not observed.
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Work Ethic

Description:

Great. "He's the kind of professional that you can always count on. He'll stay day and night to complete a project."

Interaction

Interfaced with superiors:

Very professional and well respected.

Interfaced with subordinates:

"As I said, people went to him with problems. They had a mutual respect and trust. I learned a lot from Pat."

Personality

Description:

"He really enjoys golfing and loves to spend quality time with family and friends. He uses humor often and people always seem to feel very comfortable around him."

Response to Challenge

The candidate handled pressure or challenge:

Well. "He's like all engineers. When there's a job to do you just do it!"

Passive/Aggressive

With regard to handling interpersonal conflict, the candidate was:

"He was always the professional and never got emotionally involved in any situation of that nature."

Motivation

Comments:

"He's extremely self-motivated. It's truly that simple."

Areas for Growth and Improvement

Comments:

"I can't think of anything."

In closing, the reference said, "He's a number one manager and engineer. You'd be crazy not to hire him."

14. Reference Interview

Interview with:

Reference B

Date of interview:

6/11/00

Candidate/Reference relationship:

The candidate was the reference's

manager for five years.

Technical Skills

Description:

“Pat knew his stuff. I often had difficult questions for him and if he didn’t know the answer immediately he’d help me find it.”

Management Skills

Description:

“The absolute best manager I’ve ever had, and I’ve been in this field for many years.”

Interpersonal Skills

The candidate was described as:

“He’s always got an open door and he’s a good listener.”

Communication Skills

Verbal skills:

Professional and articulate.

Written skills:

Excellent.

Written work included:

Technical documents and performance reviews. “Of course I only saw my own reviews. They were always very clear and comprehensive. I really knew what he thought and where he was coming from.”

Presentation Skills

Skills were described as:

“He loved having an audience and I believe the audience loved having him as well.”

Work Ethic

Description:

“He always gave more than 110%. He was a great role model this way.”

Interaction

Interfaced with superiors:

Not observed.

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Interfaced with subordinates:

“Great. My coworkers and I thought we were the luckiest group here. We knew what we had and didn’t take it for granted.”

Personality

Description:

Friendly, patient, understanding, personable and very fun-loving.

Response to Challenge

The candidate handled pressure or challenge:

“Wonderfully. He never, ever cracked.”

Passive/Aggressive

With regard to handling interpersonal conflict the candidate was:

“I saw the way he handled a coworker who was a complete slacker. Pat stuck to the facts and always maintained his composure, even when the guy was a complete jerk. Pat was always very professional.”

Motivation

Comments:

“From my point of view Pat seems completely self-motivated. He takes a lot of pride in his work, which I think is good.”

Areas for Growth and Improvement

Comments:

“The only thing that comes to mind is that Pat could possibly learn to take it easy more often. I mean, he was always on the go, even in his personal life. Don’t get me wrong, it didn’t have a negative effect on his performance. I guess I just think he could give some more time to himself.”

15. Reference Interview

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Interview with: Reference C
Date of interview: 6/11/00
Candidate/Reference relationship: The reference was the candidate's supervisor for close to two years.

Technical Skills

Description: "He was top-notch. He'd just graduated at the top of his class. He was perfect for the job."

Management Skills

Description: The candidate was not in a management position at this time.

Interpersonal Skills

The candidate was described as: "Pat was always the joker, yet very professional. Everyone got along just great with him."

Communication Skills

Verbal skills: Clear, concise and to the point.
Written skills: Excellent
Written work included: Technical documentation.

Presentation Skills

Skills were described as: "In an informal setting Pat seemed comfortable speaking to a group of peers with one or two superiors present. He was always well prepared, organized and didn't go on and on."

Work Ethic

Description: "He's the one you'd want on your project. Pat would work any hours necessary to complete a project."

Interaction

Interfaced with superiors: Professionally and with respect. "Pat will tell you what's on his mind. I appreciated this quality in him."
Interfaced with subordinates: The candidate did not interface with subordinates while working at Zybar.

Personality

Description: "He was incredibly funny."

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Response to Challenge

The candidate handled pressure or challenge:

“Just like a pro. He always impressed me the way he handle the heat.”

Passive/Aggressive

With regard to handling interpersonal conflict, the candidate was:

“I never saw a situation which would enable me to answer this question.”

Motivation

Comments:

“I’m not sure. Money perhaps? He probably had student loans to pay off. He’d just graduated.”

Areas for Growth and Improvement

Comments:

“At the time I could see that he was excellent manager material. I always mentored him to that end. I sure hope he pursued that. He loves the technical side of things, but there are big rewards in management as well. I think I was able to demonstrate that to him.”

END OF REPORT

Should you have any questions or need additional information regarding this report, please do not hesitate to contact me at your convenience.

Very truly yours,

INFORTAL WORLDWIDE