

CHINA IN-DEPTH EMPLOYMENT VERIFICATION REPORT (Sample)

Client	Sample International Limited
Client Reference No.	123456XXX
Type of Report	Normal
Date of Order	2012-7-5
Date of Delivery	2012-7-11
Product Code	086021312

Subject	Qin X X 秦 XX
CBI Individual No.	I20100317001
Identity No.	XXX101721001XXXXXX

With the consent and awareness of the appointer or the Subject person, we have been appointed to verify the education, professional and employment records of the Subject person. All the information contained in this report is legally obtained.

<input type="checkbox"/> “---” in this report indicates “unavailable” due to insufficiency of information or “no comments”。

I. EXECUTIVE SUMMARY

Given Information		Result
Subject	秦 XX	Correct
Identity Number	XXX101721001XXXXXX	Correct
Employment	Beijing XXX Limited	Correct
Performance	Beijing XXX Limited – Li Hao (HR)	Good
Performance	Beijing XXX Limited – Liu Ming (Vice-President)	Good
Employment	Shanghai XXX Limited	Correct
Performance	Shanghai XXX Limited – Li Mei (HR)	Good
Performance	Shanghai XXX Limited – Guan Xin (Vice-President)	Good

II. INVESTIGATION

1. Personal Particulars:

Identity Verification			
	Given Information	Result	Comment / Annotation
Name	秦 XX	Correct	-
Identity Number	XXX101721001XXXXXX	Correct	-

Personal Particulars		
Name	秦 XX (Qin XX)	This photo has been used for ID card application
Gender	Male	
Date of Birth	1972-10-1	

2. Employment Details:

The employment verification covers the Subject's working experience for the latest five years with a maximum of three employment records.

Result of Employment Verification (Beijing XXX Co., Ltd.)				
Former Employer	Beijing XXX Co., Ltd.			
Verified By	Li Hao	Reference Source	Provided by applicant	
Gender	Male	Relationship	Former colleague	
Department	HR Department	Known Subject	2 Years	
Position	Supervisor			
Date of Verification	2012-7-6 (p.m.)			
Remarks	-			
Verification	Given Information	Result	Comment / Annotation	
Former Employer	Beijing XXX Co., Ltd.	Correct	-	
Country	China	Correct	-	
Dates Employed	2007-12 to 2009-6	Correct	-	
Position	Marketing Manager	Incorrect	Marketing and Planning Manager	
Responsibilities	Market promotion	Correct	-	
Last Salary	RMB 15,000	Correct	-	
Last Bonus	2% of annual sales	Incorrect	1.5% of annual sales	
Remuneration	None	Correct	-	
Subordinate	10-15	Correct	-	
Reason for Leaving	Recruited by another company	Correct	-	
Remarks	-			
General Evaluation	Item	Evaluation	Score	
1 = Very Poor 2 = Poor 3 = Fair 4 = Good 5 = Very Good	Efficiency	Excellent	4	
	Management Skills	Meeting Standards	4	
	Analyzing Skills	Average	3	
	Communication Skills	Good communications with both colleagues and clients	4	
	Ability to Manage Pressure	Rooms available for improvement	3	
	Staff Relationship	Maintained good relationship with colleagues	4	
	Integrity	No detrimental records	3	
	Punctuality / Attendance	Sometimes being late	2	
	Responsibility	Able to complete the tasks on time	4	
	Self-Motivation	Motivations and encouragements from superior are required	2	
		Total	33/50	
		Best Merit	Good communication skills	
		Worst Weakness	Hasty and impatient	
		Labour Disputes	No	
		Violation of Rules and Regulations	No	
	Training Agreement(s)	No		
	Non-Competition Agreement(s)	No		
	Sufficient Notice for Leaving	Yes		
	Willingness to Recommend	Yes		
	Other Comments	-		

Result of Employment Verification (Beijing XXX Co., Ltd.)				
Former Employer	Beijing XXX Co., Ltd.			
Verified By	Liu Ming	Reference Source	Investigation	
Gender	Male	Relationship	Former superior	
Department	Marketing	Known Subject	2 Years	
Position	Vice President			
Date of Verification	2012-7-6 (p.m.)			
Remarks	-			
Verification	Given Information	Result	Comment / Annotation	
Former Employer	Beijing XXX Co., Ltd.	Correct	-	
Country	China	Correct	-	
Dates Employed	2007-12 to 2009-6	Correct	-	
Position	Marketing Manager	Incorrect	Marketing and Planning Manager	
Responsibilities	Market promotion	Correct	-	
Last Salary	RMB 15,000	Correct	-	
Last Bonus	2% of annual sales	Incorrect	1.5% of annual sales	
Remuneration	None	Correct	-	
Subordinate	10-15	Correct	-	
Reason for Leaving	Recruited by another company	Correct	-	
Remarks	-			
General Evaluation	Item	Evaluation	Score	
1 = Very Poor 2 = Poor 3 = Fair 4 = Good 5 = Very Good	Efficiency	Good - can complete the jobs in advance	4	
	Management Skills	Able to manage his subordinates effectively	3	
	Analyzing Skills	Understand the questions / problems clearly	4	
	Communication Skills	Good communications with both colleagues and clients	4	
	Ability to Manage Pressure	Average - Rooms available for improvement	3	
	Staff Relationship	Maintained good relationship with colleagues	4	
	Integrity	No detrimental records	3	
	Punctuality / Attendance	Not satisfactory - being late every week	2	
	Responsibility	Satisfactory	3	
	Self-Motivation	Not satisfactory - can be better by solving the problems actively	2	
		Total		32/50
		Best Merit	Creative	
		Worst Weakness	Impulsiveness	
		Labour Disputes	No	
		Violation of Rules and Regulations	No	
	Training Agreement(s)	No		
	Non-Competition Agreement(s)	No		
	Sufficient Notice for Leaving	Yes		
	Willingness to Recommend	Yes		
	Other Comments	Good career prospect expected under patient training		

Result of Employment Verification (Shanghai XXX Co., Ltd.)			
Former Employer	Shanghai XXX Co., Ltd.		
Verified By	Li Mei	Reference Source	Provided by applicant
Gender	Female	Relationship	Former colleague
Department	HR Department	Known Subject	1 Year
Position	Supervisor		
Date of Verification	2012-7-6 (p.m.)		
Remarks	-		
Verification	Given Information	Result	Comment / Annotation
Former Employer	Shanghai XXX Co., Ltd.	Correct	-
Country	China	Correct	-
Dates Employed	2009-7 to 2012-6	Correct	-
Position	Marketing Director	Correct	-
Responsibilities	Market Planning	Correct	-
Last Salary	RMB 20,000	Correct	-
Last Bonus	3% of annual sales	Incorrect	2% of annual sales
Remuneration	None	Correct	-
Subordinate	20-25	Incorrect	-
Reason for Leaving	Recruited by another company	Correct	-
Remarks	-		
General Evaluation	Item	Evaluation	Score
	Efficiency	Excellent	4
	Management Skills	Able to manage his team effectively	4
	Analyzing Skills	Able to solve problems	4
1 = Very Poor	Communication Skills	Good communications with both colleagues and clients	4
2 = Poor	Ability to Manage Pressure	Average - showing bad temper during work	2
3 = Fair	Staff Relationship	Having activities with colleagues very often	3
4 = Good	Integrity	No detrimental records	3
5 = Very Good	Punctuality / Attendance	Can be better	2
	Responsibility	Able to complete the tasks on time	3
	Self-Motivation	Average - forecasting skills can be better	3
		Total	32/50
	Best Merit	Good Leadership skills	
	Worst Weakness	Not found	
	Labour Disputes	No	
	Violation of Rules and Regulations	No	
	Training Agreement(s)	No	
	Non-Competition Agreement(s)	No	
	Sufficient Notice for Leaving	Yes	
	Willingness to Recommend	Yes	
	Other Comments	-	

Result of Employment Verification (Shanghai XXX Co., Ltd.)			
Former Employer	Shanghai XXX Co., Ltd.		
Verified By	Guan Xin	Reference Source	Investigation
Gender	Female	Relationship	Former superior
Department	Market Planning Department	Known Subject	1 Year
Position	Vice President		
Date of Verification	2012-7-9 (p.m.)		
Remarks	-		
Verification	Given Information	Result	Comment / Annotation
Former Employer	Shanghai XXX Co., Ltd.	Correct	-
Country	China	Correct	-
Dates Employed	2009-7 to 2012-6	Correct	-
Position	Marketing Director	Correct	-
Responsibilities	Market Planning	Correct	-
Last Salary	RMB 20,000	Correct	-
Last Bonus	3% of annual sales	Incorrect	2% of annual sales
Remuneration	None	Correct	-
Subordinate	20-25	Incorrect	15-20
Reason for Leaving	Recruited by another company	Correct	-
Remarks	-		
General Evaluation	Item	Evaluation	Score
	Efficiency	Satisfactory	4
	Management Skills	Able to manage his team	4
	Analyzing Skills	Good - understand the problems very often	4
	Communication Skills	Good communications with both colleagues and clients	4
1 = Very Poor	Ability to Manage Pressure	Poor - have to improve	2
2 = Poor	Staff Relationship	Maintained good relationship with colleagues	3
3 = Fair	Integrity	Satisfactory	3
4 = Good	Punctuality / Attendance	Not satisfactory - have to improve	2
5 = Very Good	Responsibility	Satisfactory	3
	Self-Motivation	Not satisfactory - should have better forecasting skills	3
		Total	32/50
	Best Merit	Good sense of market analyzing	
	Worst Weakness	Have to improve punctuality	
	Labour Disputes	No	
	Violation of Rules and Regulations	No	
	Training Agreement(s)	No	
	Non-Competition Agreement(s)	No	
	Sufficient Notice for Leaving	Yes	
	Willingness to Recommend	Yes	
	Other Comments	-	

3. Conclusion :

No detrimental records were found with the applicant involved during the investigation. The given information for verification is generally equivalent to the search results. The result of the employment screening of Qin XX is satisfactory.

*****End of Report*****

Note: The results from our analysis, investigation and verification are based on the information as provided by the appointer and the Subject. It is possible that some real situations may not be revealed from this report due to insufficient information.

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