

## Applicant Screening

InfoMart conducts background investigations on applicants prior to employment.

Human Resource and Loss Prevention Departments of corporations nationwide request the following services on applicants: Criminal History, Credit History, Previous Employment, Education Verification, Driving Records, Drug Testing, and more.

InfoMart hires specialists which obtain the above information from sources throughout the United States. Once information is acquired, the applicant data is sent to the requesting client. The client is then able to make an informed hiring decision based on the information obtained by InfoMart.

InfoMart is governed and abides by the Fair Credit Reporting Act (FCRA) as a Consumer Reporting Agency (CRA).

InfoMart screens all employees, and we require a confidential contract signed upon employment with InfoMart.



InfoMart is a certified woman-owned business enterprise and has received several awards, including:

1997 Cobb Chamber of Commerce Small Business of the Year

1998 State of Georgia Advocate in Business Award

1998 Marietta City Schools Superintendent Award

1999 YWCA of USA National Entrepreneur Award

2000 CCF Legendary Award

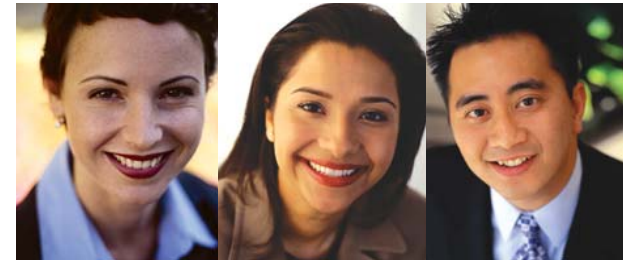
2001 YWCA of NW Georgia Women of Achievement Award

2001 Georgia Trend Magazine's "40 Under 40"

*InfoMart is a privately owned company in business since 1989.*



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## EMPLOYMENT OPPORTUNITY

We appreciate your interest in employment with InfoMart.

Enclosed you will find basic information which you can review following the interview.

If you have any questions please make your inquiry with your interviewer.

*Thank you for applying*

**GET THE  
WHOLE  
STORY.**



# Is InfoMart right for you?



InfoMart has been recognized locally, statewide and nationally for the uniqueness of our workplace culture.

This difference makes InfoMart compete aggressively in the Applicant Screening industry.

Emphasis is placed on:

- Automation
- Employee Performance
- Client Retention

The work environment is fast-paced and requires commitment, team spirit, respect and fun.



We have numerous celebrations throughout the year. At InfoMart, we work hard and play hard.

Understanding the characteristics that make InfoMart stand above other companies is important in the employment decision.

InfoMart provides unique employee benefits and incentives, however there is an expectation of high levels of performance and professionalism while being in a relaxed and fun environment.

InfoMart bases employee recognition and advancement on the employee's devotion, performance, work ethic and contribution to the corporation.

## Office Hours

The office opens as early as 7:00 a.m., and the last employee is scheduled until 9:30 p.m. Due to our nationwide coverage, hours are staggered and depend on the position.

## Dress Code

InfoMart has a business casual dress code. On occasion you are asked to dress up for a special event, i.e. client or media visit.

## Introductory Period

All employees are in an introductory period of 90 days after hire date. At your 90 day anniversary, a review is conducted to ensure that you and InfoMart are meeting expectations.

## Performance & Salary Review

Performance appraisals are conducted during the months of January and July for all employees. Salary increases are dependent upon the employee's performance, and are typically higher than the national average percentage.

## PTO & Paid Holidays

During the first year, employees receive 11 Paid Time Off (PTO) days which increases to 16 days in the second year. PTO days can be used for vacation, sick leave, errands or any situation that requires an employee to be absent. InfoMart has 8 paid holidays per year.

## Benefits

Health Insurance - starts 1st of the month following the first 90 days of employment. InfoMart pays 75% of the premium for employees. Family coverage is available, but must be paid by the employee.

401(k) - Available after 1 year of employment. InfoMart matches \$ .50 on the dollar of your contribution up to 6% of your wages.

Dental Benefits - InfoMart's program pays for 50% of the premium cost.

## Other Benefits

Massage - A monthly massage is free to all employees in the office on the day the massage therapist is available.

Incentive Programs - InfoMart has several programs which reward employees monthly and annually for their performance and contribution to the company.

## Energetic Pace

The office pace is fast and hectic. All employees are expected to work at this level of productivity.

## Family Friendly Workplace

InfoMart recognizes your family, thus there are many activities that involve the entire family.

## Performance Based

InfoMart places a strong emphasis on performance. All employees are expected to perform at high levels, and there are numerous measures of performance depending on position.

## Training

Continuous training is provided in groups and individually. Some seminars are conducted in-house others are outsourced. Weekly "Lunch & Learn" sessions are available to employees to enhance their knowledge and promote their career at InfoMart.

## Team Effort

InfoMart believes in team spirit. We flex in our positions depending on the needs of the company and the client.

## Diversity

InfoMart is rich in diversity, and we celebrate the diversity of our team. InfoMart has employees of all races, religions, gender and sexual orientation.

*The enclosed benefits apply only to full-time regular employees.*

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