



## 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.

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|--|
| <input type="checkbox"/> “---” in this report indicates “unavailable” due to insufficiency of information or “no comments” . |
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## 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.)          |                               |   |                                       |
|--|-------------------------------|---|---------------------------------------|
| <b>Former Employer</b>   | Beijing XXX Co., Ltd.         |   |                                       |
| <b>Verified By</b>   | Li Hao                        | <b>Reference Source</b>                                   | Provided by applicant                 |
| <b>Gender</b>  | Male                          | <b>Relationship</b>                                       | Former colleague                      |
| <b>Department</b>  | HR Department                 | <b>Known Subject</b>                                      | 2 Years                               |
| <b>Position</b>  | Supervisor                    |   |                                       |
| <b>Date of Verification</b>  | 2012-7-6 (p.m.)               |   |                                       |
| <b>Remarks</b>   | -                             |   |                                       |
| Verification   | Given Information             | Result  | Comment / Annotation                  |
| <b>Former Employer</b>   | Beijing XXX Co., Ltd.         | Correct   | -                                     |
| <b>Country</b>   | China                         | Correct   | -                                     |
| <b>Dates Employed</b>  | 2007-12 to 2009-6             | Correct   | -                                     |
| <b>Position</b>  | Marketing Manager             | <b>Incorrect</b>  | <b>Marketing and Planning Manager</b> |
| <b>Responsibilities</b>  | Market promotion              | Correct   | -                                     |
| <b>Last Salary</b>   | RMB 15,000                    | Correct   | -                                     |
| <b>Last Bonus</b>  | 2% of annual sales            | <b>Incorrect</b>  | <b>1.5% of annual sales</b>           |
| <b>Remuneration</b>  | None                          | Correct   | -                                     |
| <b>Subordinate</b>   | 10-15                         | Correct   | -                                     |
| <b>Reason for Leaving</b>  | Recruited by another company  | Correct   | -                                     |
| <b>Remarks</b>   | -                             |   |                                       |
| General Evaluation   | Item                          | Evaluation  | Score                                 |
| 1 = Very Poor<br>2 = Poor<br>3 = Fair<br>4 = Good<br>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                                     |
|  |                               | <b>Total</b>  | <b>33/50</b>                          |
|  |                               | 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.)          |                               |   |                                       |              |
|--|-------------------------------|---|---------------------------------------|--------------|
| <b>Former Employer</b>   | Beijing XXX Co., Ltd.         |   |                                       |              |
| <b>Verified By</b>   | Liu Ming                      | <b>Reference Source</b>   | Investigation                         |              |
| <b>Gender</b>  | Male                          | <b>Relationship</b>   | Former superior                       |              |
| <b>Department</b>  | Marketing                     | <b>Known Subject</b>  | 2 Years                               |              |
| <b>Position</b>  | Vice President                |   |                                       |              |
| <b>Date of Verification</b>  | 2012-7-6 (p.m.)               |   |                                       |              |
| <b>Remarks</b>   | -                             |   |                                       |              |
| Verification   | Given Information             | Result  | Comment / Annotation                  |              |
| <b>Former Employer</b>   | Beijing XXX Co., Ltd.         | Correct   | -                                     |              |
| <b>Country</b>   | China                         | Correct   | -                                     |              |
| <b>Dates Employed</b>  | 2007-12 to 2009-6             | Correct   | -                                     |              |
| <b>Position</b>  | Marketing Manager             | <b>Incorrect</b>  | <b>Marketing and Planning Manager</b> |              |
| <b>Responsibilities</b>  | Market promotion              | Correct   | -                                     |              |
| <b>Last Salary</b>   | RMB 15,000                    | Correct   | -                                     |              |
| <b>Last Bonus</b>  | 2% of annual sales            | <b>Incorrect</b>  | <b>1.5% of annual sales</b>           |              |
| <b>Remuneration</b>  | None                          | Correct   | -                                     |              |
| <b>Subordinate</b>   | 10-15                         | Correct   | -                                     |              |
| <b>Reason for Leaving</b>  | Recruited by another company  | Correct   | -                                     |              |
| <b>Remarks</b>   | -                             |   |                                       |              |
| General Evaluation   | Item                          | Evaluation  | Score                                 |              |
| 1 = Very Poor<br>2 = Poor<br>3 = Fair<br>4 = Good<br>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                                     |              |
|  |                               | <b>Total</b>  |                                       | <b>32/50</b> |
|  |                               | 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.)         |                                    |  |                           |              |
|--|------------------------------------|--|---------------------------|--------------|
| <b>Former Employer</b>   | Shanghai XXX Co., Ltd.             |  |                           |              |
| <b>Verified By</b>   | Li Mei                             | <b>Reference Source</b>                              | Provided by applicant     |              |
| <b>Gender</b>  | Female                             | <b>Relationship</b>                                  | Former colleague          |              |
| <b>Department</b>  | HR Department                      | <b>Known Subject</b>                                 | 1 Year                    |              |
| <b>Position</b>  | Supervisor                         |  |                           |              |
| <b>Date of Verification</b>  | 2012-7-6 (p.m.)                    |  |                           |              |
| <b>Remarks</b>   | -                                  |  |                           |              |
| Verification   | Given Information                  | Result   | Comment / Annotation      |              |
| <b>Former Employer</b>   | Shanghai XXX Co., Ltd.             | Correct  | -                         |              |
| <b>Country</b>   | China                              | Correct  | -                         |              |
| <b>Dates Employed</b>  | 2009-7 to 2012-6                   | Correct  | -                         |              |
| <b>Position</b>  | Marketing Director                 | Correct  | -                         |              |
| <b>Responsibilities</b>  | Market Planning                    | Correct  | -                         |              |
| <b>Last Salary</b>   | RMB 20,000                         | Correct  | -                         |              |
| <b>Last Bonus</b>  | 3% of annual sales                 | <b>Incorrect</b>                                     | <b>2% of annual sales</b> |              |
| <b>Remuneration</b>  | None                               | Correct  | -                         |              |
| <b>Subordinate</b>   | 20-25                              | <b>Incorrect</b>                                     | -                         |              |
| <b>Reason for Leaving</b>  | Recruited by another company       | Correct  | -                         |              |
| <b>Remarks</b>   | -                                  |  |                           |              |
| General Evaluation   | Item                               | Evaluation   | Score                     |              |
| 1 = Very Poor<br>2 = Poor<br>3 = Fair<br>4 = Good<br>5 = Very Good | Efficiency                         | Excellent  | 4                         |              |
|  | Management Skills                  | Able to manage his team effectively                  | 4                         |              |
|  | Analyzing Skills                   | Able to solve problems                               | 4                         |              |
|  | Communication Skills               | Good communications with both colleagues and clients | 4                         |              |
|  | Ability to Manage Pressure         | Average - showing bad temper during work             | 2                         |              |
|  | Staff Relationship                 | Having activities with colleagues very often         | 3                         |              |
|  | Integrity                          | No detrimental records                               | 3                         |              |
|  | Punctuality / Attendance           | Can be better  | 2                         |              |
|  | Responsibility                     | Able to complete the tasks on time                   | 3                         |              |
|  | Self-Motivation                    | Average - forecasting skills can be better           | 3                         |              |
|  |                                    | <b>Total</b>   |                           | <b>32/50</b> |
|  |                                    | 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            | <b>Incorrect</b>   | <b>2% of annual sales</b>      |              |
| Remuneration   | None                          | Correct  | -                              |              |
| Subordinate  | 20-25                         | <b>Incorrect</b>   | <b>15-20</b>                   |              |
| Reason for Leaving   | Recruited by another company  | Correct  | -                              |              |
| Remarks  | -                             |  |                                |              |
| General Evaluation   | Item                          | Evaluation   | Score                          |              |
| 1 = Very Poor<br>2 = Poor<br>3 = Fair<br>4 = Good<br>5 = Very Good | 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                              |              |
|  | Ability to Manage Pressure    | Poor - have to improve                                   | 2                              |              |
|  | Staff Relationship            | Maintained good relationship with colleagues             | 3                              |              |
|  | Integrity                     | Satisfactory   | 3                              |              |
|  | Punctuality / Attendance      | Not satisfactory - have to improve                       | 2                              |              |
|  | Responsibility                | Satisfactory   | 3                              |              |
|  | Self-Motivation               | Not satisfactory - should have better forecasting skills | 3                              |              |
|  |                               | <b>Total</b>   |                                | <b>32/50</b> |
|  |                               | 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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