Background Check Guidance Form
Completing the pre-employment checks

Introducing HireRight

Microsoft is committed to promoting a safe and secure work environment for our employees, our Customers and Partners; and as part of that process we conduct pre-employment background checks on all new hires to the company. These background checks typically take 15 business days to complete.

We are really looking forward to having you join the Microsoft team and, like you, we are eager to confirm your start date. The purpose of this document is to provide you with information that will assist you in understanding how the checks are conducted and to help you provide the information as swiftly as possible to prevent unnecessary delay.

The Company that we use to carry out the checks is called ‘HireRight’ and they will contact you directly to start the process.
⚠ Action Required: What Happens next?

You will shortly receive a ‘Welcome’ email from HireRight and this email will include the following:

a. Information about their process

b. A link to the applicant screening portal (here you can access the online questionnaire which includes questions about your, education and employment history)

c. A Microsoft consent form called ‘Disclosure and Authorisation’ that you will need to print off, sign and upload back to the portal

d. A link to this document from Microsoft regarding the Pre-Employment Checks

Please try to complete the questionnaire within **48 hours** of receiving the email so that your information can be processed as quickly as possible.
Helping you prepare: what kind of information will HireRight need?

The list below is intended to assist you in preparing the information HireRight will need so the process can be managed as quickly as possible.

<table>
<thead>
<tr>
<th>Personal Details</th>
<th>We encourage you to answer as many questions as possible, as leaving questions unanswered may result in you receiving further contact from HireRight.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity History</td>
<td>HireRight use this term to describe the checks they conduct on your employment, your highest education and other non-employment activities within a 7-year period.</td>
</tr>
<tr>
<td>Employment History</td>
<td>Please provide as much information as possible. HireRight will request permission to contact your employer (previous or present) to confirm that you worked for them. If you would prefer that HireRight does not contact your current employer there is an option here to delay this particular check. If you choose not to allow HireRight to contact your current employer, you will be asked to provide some documentary proof of your employment instead. Should you approve, HireRight will contact your former and/or previous employer(s). In cases where HireRight is not successful in contacting a former employer, HireRight may request additional, supporting documentation from you. If one of your previous employers is linked to your current employment, you have the opportunity to make us aware of this on the questionnaire.</td>
</tr>
</tbody>
</table>

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HireRight provides you with the opportunity to explain gaps in employment history.

<table>
<thead>
<tr>
<th>Education Activity</th>
<th>HireRight will need to confirm your highest achieved level of academic education. You are also requested to upload a copy of your degree/diploma.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Future graduates</td>
<td>If you are joining the Microsoft Graduate Programme and are due to complete your qualification, please provide as much information as possible and your future graduation date. You are also requested to upload a copy of your enrolment letter or a similar document to confirm your active status.</td>
</tr>
<tr>
<td>Criminal Check</td>
<td>Where it is lawful, we will conduct a check to identify if you have any disclosable criminal convictions.</td>
</tr>
<tr>
<td>Identity Verification</td>
<td>HireRight will request your passport details or your National ID card number (if you have one) in accordance with the applicable system in your country.</td>
</tr>
</tbody>
</table>
Additional Contact from HireRight

If HireRight is unable to validate any of the information that you have provided (e.g. previous employment where the company has gone into liquidation) either they or us, the Microsoft ‘Background Screening’ team, will contact you for further information.

We acknowledge that this is an extensive process and appreciate that your time is valuable. Your partnership with us in providing the requested information will help us complete the pre-employment check as quickly and efficiently as possible. If you have any questions or require support, please contact us at emeabsp@microsoft.com

Thank you
Microsoft Global Security
EMEA Background Screening Team