

ONLINE BACKGROUND SEARCH RECORD

FOR LAWYER CANDIDATE _____

Directions: For each candidate, print a copy of the e-mail from Legal Personnel requesting a search. The e-mail will attach the candidate's resume and identify the candidate name(s), e-mail address(es), and phone number(s) to be searched, if provided by the candidate other than for purposes of a third-party background check.

Insert all the name(s), address(es), e-mail address(es) and phone numbers to be searched (to the extent provided) in the "Search Criteria" column, using a separate row for each criterion. For each criterion, run a search using each platform specified in the subsequent columns, and place an "X" in the column when the search for that criterion is complete. For any candidate for whom further review is recommended, print screen shots of relevant search results, attach them to this form, and maintain them in a separate, confidential file.

Example: You are asked to run a search for Mary Smith, whose former name was Mary Jones. In the "Search Criteria" column, insert the name "Mary Smith" in row 1 and the name "Mary Jones" in row 2. Use the remaining rows of the "Search Criteria" for other data provided by Legal Personnel, such as e-mail addresses and phone numbers. When your Google search is complete for first criterion, "Mary Smith, place an "X" in row 1 of the Google column, and so on.

Search Criteria	Google	Facebook	MySpace	LinkedIn	YouTube