

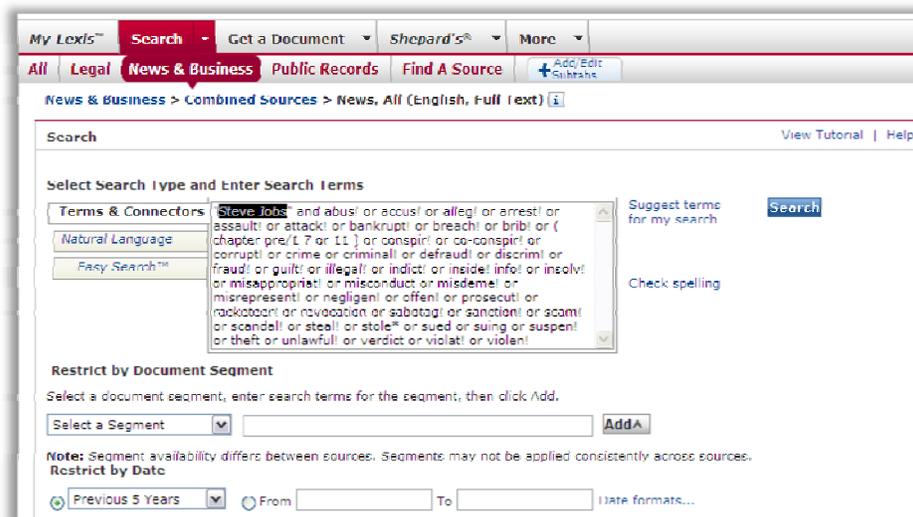
Vetting Companies & Executives

Our librarians regularly vet companies, candidates who have been nominated to committees and councils sponsored by the Department of Commerce, and for other purposes. We would be happy to assist with your vetting, but if you'd rather do it yourself, here are some search tips to get you started.

1. **Internet Searching** – Start with an internet search to determine the correct spelling or name variations for the candidate and company and then use that information in licensed databases such as Lexis (i.e. spelling variations, nicknames, middle initials, company shorthand [e.g. Coke for Coca Cola Enterprises, Inc.], etc.). Good resources include company websites (especially executive biographies) and LinkedIn.
2. **Researching News & Business on Lexis.com***. Lexis is a great vetting resource because it has thousands of full-text newspapers, newswires, trade publications, journals, transcripts and more. The search tips below are intended to find derogatory information about companies and candidates.
 - a. Under the SEARCH tab go to “News and Business,” and then select “News, All (English, Full Text)” from the “Combined Sources” column.
 - b. Limit search to previous five years (fewer if searching large companies).
 - c. Use “Terms and Connectors.” Below is a canned search you can copy and paste as a starting point; enter the company or individual’s name within the quotation marks. Please note that you may need to add or remove search terms depending on the nature of your subject; refer to the “Help” section in the upper right corner for more tips on using the Lexis search engine.

"COMPANY NAME" and abus! or accus! or alleg! or arrest! or assault! or attack! or bankrupt! or breach! or brib! or (chapter pre/1 7 or 11) or conspir! or co-conspir! or corrupt! or crime or criminal! or defraud! or discrim! or fraud! or guilt! or illegal! or indict! or inside! info! or insolv! or misappropriat! or misconduct or misdeme! or misrepresent! or negligen! or offen! or prosecut! or racketeer! or revocation or sabotag! or sanction! or scam! or scandal! or steal! or stole* or sued or suing or suspen! or theft or unlawful! or verdict or violat! or violen!

- d. If your results yield too many hits (more than 50), narrow your search by:
 - i. Limiting to the lead paragraph: LEAD(paste your search inside the parentheses)
 - ii. Change your date restriction to the Previous 3 Years.
 - iii. After the COMPANY NAME replace “and” with “w/4” so you are only searching the terms within 4 words of the company name.
 - iv. Limit the databases – instead of “News, All (English, Full Text)” try “Major Newspapers” or choosing the larger individual publications, such as the NYT, WSJ, LA Times, Miami Herald, Denver Paper & Washington Post.



3. Other LexisNexis files to search:

- a. **Corporate Affiliations** (Lexis*) – a directory of corporate structure information with contact information and subsidiary listings (both public and private). To access click the “Search” tab and then “Find a Source” tab and enter “corporate affiliations.”
- b. **Hoovers Company and Industry Reports** (Lexis*) - profiles on private and public companies that include a history and description of each company, financial information, names of executives and directors, major competitors and financial information. Find these reports on LexisNexis by clicking the “Search” tab and then “Find a Source” and enter “Hoovers”.
- c. **Dossier** (Lexis*) – A database includes more than 43 million public and private companies both in the U.S. and international. Profiles include description and history of company, detailed financial data, executives, subsidiaries, brands and competitors. The company reports have links to recent news articles as well as analysis. Dossier takes advantage of the LexisNexis legal database by providing links to legal cases involving the companies. Find these reports on LexisNexis by clicking the “More” and enter select “LexisNexis Dossier”.

4. Other Databases to search:

- a. **Gale Business Insights: Global** – Search for companies by name or industry to see a profile, including headquarters location, financial data, legal issues, officers, and more. Includes international companies.
- b. **OneSource** – One Source provides information on private and public U.S. and Canadian Companies, as well as corporate executives. Company profiles include financial information, names of executives, news and analysis. Profiles for executives include a biography, curriculum vitae and recent articles that refer to the individual.
- c. **Uniworld** – multinational business directories that include contact information for headquarters, branches, subsidiaries and affiliates. Includes international companies.
- d. **Ward’s Business Directory of US Private and Public Companies** (Gale) – current U.S. Company and industry profiles, 90% of which are private.
- e. **EbscoHost, Gale, & ProQuest** are three databases that aggregate numerous academic and news publications. These databases can be searched in one step from the yellow search box on the library home page. If you get back too many results, you can also search them individually, as well as limit the results to “abstract”.
 - i. **EbscoHost’s Business Source Complete** – magazines, trade publications, and academic journals.
 - ii. **Gale’s Academic & General OneFile** – business news and information from popular publications and academic journals.
 - iii. **ProQuest** – Comprehensive international business content from major newspapers, trade publications, and scholarly journals.

*Commerce employees can receive a user ID for Lexis by contacting the library at lawlibrary@doc.gov.
ITA employees can access Lexis directly via the CDP.