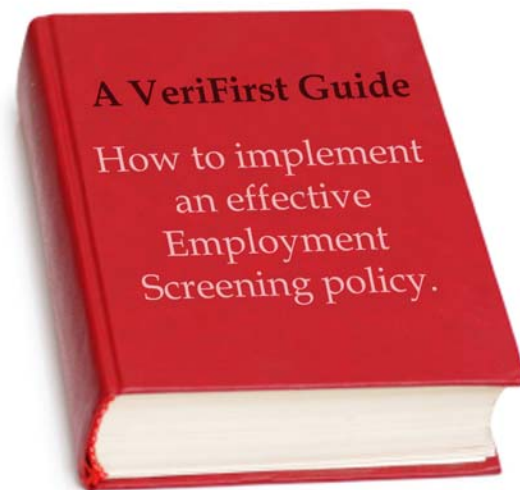


VeriFirst® Guide



At VeriFirst, we often find that companies know that they should be conducting a pre and/or post hire background check but get caught up in the specifics of how to integrate the screenings into their current hiring processes. To help you get started we created a series of decision points that most companies consider when developing an internal background screening policy/process workflow.

**2009 Guide to
implementing
an effective
Employment
Screening
policy.**

Getting Started | Implementing your Policy

Why conduct a background check on candidates/current employees: There are many reasons that go into a company deciding to implement a pre and/or post employment screening program. Maybe there was a triggering event and someone was hired that is now under scrutiny. Or maybe its something that your company knows should be done but getting this project started seems too overwhelming so it keeps going to the bottom of the To Do pile.

Objective of conducting background checks: Minimize your Company's risks. The top reasons that companies establish pre and/or post employment screening programs is most often because of one or more of the following reasons:

1. Reduce theft, embezzlement and ensure that pristine reputations stay that way (NOTE: If the general public have a perception that you are screening candidates prior to them being employed and they find out that no screening occurs, your reputation may be tarnished.)
2. Limit legal exposure for negligent hiring and retention
3. Falsification of Resumes- Discourage applicants who have something to hide. The Society for Human Resources (SHRM) conducted two separate surveys on resume inaccuracies. SHRM reported that 61% of the HR Professionals surveyed said they find inaccuracies in resumes after carrying out background checks.
4. Prevent or Decrease workplace violence
5. Promote a Drug Free Workplace
6. Increase applicant quality
7. Limit uncertainty in hiring process and enable the company to have a little insight into who it is hiring

Who should be screened: We find that many companies include the requirement that candidates are screened during the pre-employment phase but post-employment screenings are omitted from the policy. Companies are starting to set up policies where they re-screen employees annually or biannually. While this is not required, it's a good business practice to think about as you are setting up your company's policy. **Something to think about:** What happens if one of your current employees is convicted as a criminal felon? Do you want to find this out from one of your clients? Implementing a post-employment provision into your policy allows employers to be proactive vs. reactive.

What screenings are recommended: Screenings should be related to the position, industry and the needs of your business / industry. Different job functions may dictate different screenings. **Example:** Someone handling money may be required to go through a credit check. However, someone at the same company that is working in the warehouse may not be required to go through this same screening.

A good place to refer to when you are trying to decide what screenings to perform is to check with your VeriFirst Account Executive for solutions by industry and position.

When the screenings should be performed:

1. Pre-Hire (pre-employment): *VERY IMPORTANT***** Screenings should occur after the conditional offer of employment is made but **before the candidate starts working**. When offers are made, it's important that candidates are informed that the offer is conditional until they successfully complete all of the required pre-employment screenings.

2. Post-Hire: The frequency of when employees will be screened after the pre-employment phase will need to be determined by the company.

Who will typically be responsible for conducting the background screenings:

It is very important that the Company determine who will conduct the screenings. Who is involved in the screening may depend on many factors, such as the size and structure of the company. It will also depend on the organizational culture and who is normally involved in the hiring process. Typically, the following employees are involved in the screening process:

1. Department Hiring Manager
2. Human Resources Generalist or Manager

Companies, where the staffing process is decentralized, may want to think about centralizing the screening process. Because of the confidentiality of the records we recommend that the Human Resources Department be responsible for the task of processing the screenings. Many companies have started to outsource the actual processing of the screenings to Human Resource Consulting companies. The same person that is processing the screenings should be the same person responsible for obtaining the results.

Recordkeeping of the results: Because the results contain confidential demographic data it is recommended that the results be filed separately from the personnel files. (Reminder, documents that contain dates of birth or other confidential demographic data should not be filed in the personnel file.)

What are employers required to do: Screening policies must address the issue of disclosure. Candidates and employees should have a full understanding of the company's screening policies and procedures, especially when conducting post-hire or reoccurring screenings.

1. *Recommended, but not required***** Notice that the candidate/employee will be required to go through a screening as a condition for employment/continued employment. Examples of ways to provide Notice include:

- Employment Application
- Careers section on company website
- Job advertisement in print or online

2. Written disclosure that the screening will take place, reason why screening will take place and what is being screened.
3. Candidate/employee should be provided with a copy of The Fair Credit Rating Act
4. Candidate/employee is required to authorize in writing that they approve the screening to take place.
5. Written notice if an adverse action will be taken.


Approximately how long does it take to receive the results: Once the candidate/employee consents in writing and approves the screening, the background check process generally takes about 2-4 days; after which time the results are released. This is a short period of time and normally does not affect the employment process in any way.

What happens if negative results are received: If the results are negative and the company decides to not hire the candidate or continue employment, the organization must inform the candidate/employee that it plans to take an adverse action. We recommend that the Hiring Manager and/or a member of the Human Resources Department meet with an officer of the Company prior to making a final decision. If an adverse decision is made regarding a current employee it is recommended that legal counsel be consulted prior to taking action.

Getting Started | VeriFirst Activation

Our team of professionals is available to answer any of your questions and assist you in creating a process that works for you.

Tel. (800) 891-6024 or email: Support@VeriFirst.com web: <http://VeriFirst.com>

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