

BACKGROUND SCREENING FLOW CHART



backgrounds online

Backgrounds Online makes it easy to get the facts you need to make informed decisions. Here's a **step-by-step** guide to the background screening process.



What is the Adverse Action Process?

If a background check causes you to consider denying employment, federal law requires you to:

- Send a Pre-Adverse Action letter with a copy of their background check and rights under the FCRA (we provide the documents you need).
- Allow 7 to 30 days for the applicant to respond.
- If the results aren't disputed, send an Adverse Action letter with a second copy of their rights under the FCRA.

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