3 Simple Steps to Effective Background Screening

Background screening your applicants or existing employees has truly never been easier- in fact, Backgrounds Online has simplified the process into 3 basic, but effective steps.

Step 1 ⟩ Decide

What types of background check searches do you need to run? Do you utilize our preset packages or have you created a series of your own, custom wizards tailored to a variety of positions and/or departments? Start by defining your requirements, then determine the most useful set of searches to maintain consistent screening practices.

If you're unsure or need assistance deciding, give us a call at 1-800-838-4804 and we'll connect you to your Account Manager to discuss which combination is best for your company.

Step 2 › Submit

Placing a background screening request can take as little as 30 seconds with our Applicant Self-Submittal feature:

- Choose your background check package
- Select the "My applicant will fill out the form" option
- Provide your applicant's name and email address
- We'll notify you via email once the results are ready

If you prefer the classic submission method, you can always place the request yourself and upload a copy of your applicant's signed release form on the order confirmation page or from your Report Manager.

Step 3 › Review

Backgrounds Online will notify you via email each time you have a newly completed background check awaiting your review- simply click the link in the email notification and login to view the results in your Report Manager.

Your Report Manager provides you with a variety of additional features: you can view the progress of pending background checks, send automated status requests to our team, generate pre-adverse and adverse action letters and more.

With all the intuitive online features Backgrounds Online has to offer, background screening is as simple as ever, which gives our staff more time to focus on providing our clients with the best possible support. Whether you're new to background screening or have been a loyal client for years, we're here to help you make this step in your hiring process as easy as possible- give us a call to learn more about all of the convenient tools available to you with Backgrounds Online.