

## Background Screening in 2019

We're approaching month three of 2019. It's a great time to review your hiring and background screening policies to ensure you are compliant with current laws and best practices.



### Review The Basics

Follow these simple tips to strengthen your compliance efforts:

***Always start with a disclosure and authorization.***

Many companies get in trouble for not doing this correctly, but it's easy to get this right. Never try to run a background check until the person authorizes both. Make sure your documents are clear, conspicuous and do not have any additional content. That includes liability waivers, job requirements or even administrative statements.

***Practice fairness.*** Run the same background check package on every candidate for the same position. Start the background screening process at the same point for each candidate.

***Follow the adverse action process.*** If the results of a background check cause you to consider not hiring a person, you must follow the federally mandated procedure first.



### State Laws

Each year comes with new laws that affect employers. In 2019, key topics included minimum wage increases, sexual harassment training and many more. There were also state laws that impact hiring and background screening.

Employment-related bills can be passed at any time. Leverage our State Laws section for details about new and upcoming laws in each state. Visit it and our blog regularly for the latest.



### Follow Best Practices

These best practices may not be law where you operate, but following them can help you maintain a fair, compliant and transparent hiring process.

***Don't ask about convictions on applications.*** While it's essential to run background checks on candidates, it's best to wait until after an interview or conditional job offer.

***Consider convictions individually.*** If a background check shows a reportable conviction, consider how long ago it occurred, whether or not it is relevant to the position and if the person might pose a risk to your business.

***Don't ask about salary history.*** In an effort to reduce discriminatory wage gaps, numerous states have banned the practice of asking how much a person makes or using a candidate's salary history to determine what compensation to offer.

***Screen regularly.*** You run background checks before hiring anyone. Ongoing criminal monitoring is just as essential. Use it to see if an employee incurs a new conviction that could create a risk for your business.



## Document Your Policies

Meet with your internal team to discuss topics such as when you will run background checks; what type of background checks you'll run for different positions; what you are looking for in a background report; and what you will do if you encounter adverse information.

Once you're happy with your policies, have them reviewed and signed off by legal counsel. Make them available to everyone involved in the hiring process. Explain they must be followed consistently. Review these policies annually to ensure they remain up-to-date.



## Take Advantage Of Our Services

We proudly introduced "BGO 4.0" earlier this month. We've been excited to receive so much positive feedback. Login to see the updates and take advantage of the services we provide:

Visit the Order Reports page to create and save custom background checks that are perfectly tailored to any position for which you're hiring.

Have the people you screen send their information to us. This saves you time, helps prevent errors and ensures each person receives a standalone disclosure, authorization and relevant state notices. Contact us to discuss creating a co-branded screening flow.

Review our Resource Center to see federal, state and local compliance documents. You can also get sample pre-adverse and adverse letters and find links to numerous other useful resources. Use them as a base and have your legal counsel approve your hiring documents.

Have feedback on our site? Please feel free to email us.

## Need Assistance?

Backgrounds Online cannot provide legal advice, but we have a highly trained team to help you through the background screening process. Schedule a call with your Account Manager to learn what we can do for you.

If you have questions about anything related to background screening, please contact us. Our highly trained team is here to assist you via phone, chat or email Monday through Friday from 5am to 6pm PT.