



Is your Screening Process...

Fair?

Comprehensive?

Proactive?

Every employer shares the goal of finding and onboarding the best candidates. When hiring, it is essential to treat people with respect, get the facts you need to make important business decisions and run comprehensive background checks.



Be Fair and Consistent

Your company might screen numerous applicants for various positions. Do you have consistent screening policies that help ensure everyone is treated equally and fairly?

Creating background screening packages for each position is a great way to start. Backgrounds Online makes it easy to build and save fully customized packages that are perfectly tailored for your business needs. Use these packages every time you screen applicants to establish a fair and consistent process.

You can also follow a few screening tips to boost your efforts towards fairness. Some modern best practices include:

Ban The Box

This is part of a nationwide “second chance” movement to help individuals who have minor criminal records obtain employment. A major component is to remove questions about convictions from job applications. Many states and cities already require this. Get ahead of the game by removing content from your applications that asks people to check a box if they have any type of record.



Salary History

Another big movement in the U.S. centers around eliminating wage gaps based on gender or other discriminatory factors. Best practice is to not ask applicants about their current or previous salary and to not use salary history as a factor when determining compensation packages.

Always Use A CRA

An Accredited Consumer Reporting Agency (CRA) can help you remain compliant when you're hiring. We've seen numerous stories about business that take shortcuts during their screening process or inadvertently implement unfair, non-compliant tactics. That can lead to lawsuits, fines and negative press. Partnering with a CRA is an investment that protects your company, helps you maintain a safe workplace and empowers you to make informed business decisions.



Be Comprehensive

Employers should be able to show that they are making efforts to protect the public. Running robust background checks is one of the most crucial steps towards this goal. This is especially critical for employees who will connect with the public via social media, have access to sensitive data or deal directly with customers.

Start by creating screening packages that are fair and thorough. Include relevant criminal searches such as 7-year county, state, nationwide and federal. Add a sex offender registry and terrorist watch list search to round out the package.

Continue by implementing annual or ongoing monitoring. This service informs you if a current employee incurs a reportable new conviction. Apply the same rules of fairness here and initiate regular screenings for everyone on your staff.

Your business must meet industry, federal and insurance regulations as well as the expectations of the public. Running comprehensive background checks is like maintaining robust insurance coverage - it is a necessity to protect your business.



Be Proactive

The world moves forward at a steady pace. New technologies, laws and best practices are introduced constantly. You cannot rely on antiquated hiring practices.

We recommend reviewing your screening policies annually and updating them as necessary. Your internal documentation should explain that you follow best practices such as not asking about salary history and not checking for criminal records until after determining an applicant is otherwise eligible for hire.

Being proactive shows you are performing due diligence, establishing fair policies and addressing the demands of your customers, industry and the government. Work with your legal team to ensure your policies remain compliant and up-to-date.

If you have questions about your screening packages or need assistance creating comprehensive background checks for new and existing employees, please contact us. Our highly trained staff is available Monday - Friday from 5am to 5pm PT to assist you. We can be reached via phone, email or chat for your convenience.