



Is It Time To Re-Screen Your Employees?



The year is more than half over. Have you scheduled follow-up screenings for your employees?

Running **annual background checks** is a “**best practice**” move in every industry. Use annual reports to:



Protect Your Brand



Before making a final hiring decision, you screen the candidates you’re considering. You do this to find the most qualified people, maintain a **safe work environment** and protect your brand. Hiring someone who has serious criminal convictions could cause numerous issues for your business.

But what happens next? How do you know if an employee incurs a new conviction? The solution is **annual screenings**. They help protect your brand **continuously**.



Protect Your Brand



When you utilize the services of another company, you assume the people you'll deal with have been properly screened. This is an unspoken understanding. Every business is responsible for ensuring the safety of customers and partners.

People who do business with you have the same expectations. They assume you perform **due diligence**, which includes confirming that people who represent your brand remain eligible for employment.

If someone who works for you incurs a criminal or other conviction, you owe it to yourself, your customers and your partners to know. Use that information to make **crucial decisions** about existing employees.

Establish Fair Policies



You have great **flexibility** when planning recurring screenings, but remember to keep your policies fair and consistent. Here are some Do's and Don'ts:

Do:

- Schedule screenings for every employee
- Inform your staff they will be screened annually
- Establish guidelines for what does and does not warrant adverse action

Don't:

- Run more detailed background checks on specific groups of employees
- Attempt to run a background check without permission
- Use reports from any company that is not a Consumer Reporting Agency



Create Security Protocols For On-Demand Employees



People who work in the On-Demand industry have unprecedented access to customers. They may drive people in private vehicles, deliver food or spend time in someone's home. Annual screenings are essential for On-Demand employees.

If your staff is likely to work with children, the elderly or a potentially vulnerable group, you may want to schedule multiple screenings each year. **Protecting people** who utilize care-related services is of the utmost importance.

Customize Your Background Checks



We make it easy and affordable to screen your employees annually. Our recurring screening packages start at just \$25. This includes a County Criminal Court Search, National Criminal Database Search, Sex Offender Registry Search and Terrorist Watch List Search.

Need something extra? Add **Position-Relevant Searches**, such as:

- Motor Vehicle Record Search
- FACIS®
- Employment Credit Report
- International Searches



Start Today



Setting up annual screenings is **quick** and **easy**. Contact your Account Manager for assistance. They'll need names and email addresses for your employees to get started.

Your Account Manager will send you **monthly notifications** that list each person who is due for a screening. You'll have the opportunity to remove employees or update packages before we run any background checks. When you're ready, we'll contact your employee to request their consent for a follow-up screening.

Our system can send a few emails or several thousand in just a few seconds. We'll ask your employees to provide the information we need for the screening process. This **saves you time** and reduces manual errors.

A lot can happen in one year. Annual screenings help you **protect your brand**; build trust with partners and customers; maintain consistency and transparency; and create a safe work environment. Perhaps most importantly, they give you **peace of mind**.

Have questions? Need assistance?
Please contact us.

Backgrounds Online

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