

Exploring The Screening Process

At Backgrounds Online, we're passionate about providing screening services that empower you to make informed decisions and maintain safe workplaces. We're excited to share why we're different and demonstrate how we partner with you throughout your hiring process.



It Begins With A Disclosure

When you need to hire, you review resumes, conduct interviews then begin to decide which applicants will move forward. Before finalizing any decisions, you'll want to conduct due diligence and do everything possible to make the right choices. Background checks help you identify the most qualified candidates, avoid negligence claims and protect your brand.



First, you must provide a disclosure and authorization to each person you wish to screen. A disclosure informs the recipient that you want to run a background check and shows them what that entails. The authorization is responsible for obtaining each candidate's consent to screening.

Consider Compliance

It is essential to ensure the forms you use comply with the Fair Credit Reporting Act (FCRA), a federal law, which says a disclosure must be "clear and conspicuous" and consist "only of the disclosure." The FCRA dictates that the documents employers give their applicants before a screening may not contain confusing language or additional content such as liability waivers or administrative statements.

A few other things you should know:

- If a background check will include opinions about the person's "character, general reputation, personal characteristics, or mode of living", then an investigative disclosure is required.
- If a background check will include a credit report, the disclosure should communicate this.
- There are additional laws for employers that hire individuals who will live or work in New York City.

We recommend consulting with counsel to make sure you are following applicable laws wherever you operate.



We Take Charge

Once your candidate signs the required forms, we collect their information and start processing their background check. You can submit their details yourself or take advantage of our convenient applicant self-submittal feature, which saves you time and money. Our team can also help you select or customize a background check package that meets your unique needs, industry standards and applicable laws.

While many orders are completed within 1-3 business days, we proactively reach out to let you know of any delays. BGO provides transparency for you and the people you screen by offering real-time status updates. When a background check is complete, we notify you immediately so you may review and expedite your hiring process. For additional transparency, we provide your candidates a copy of their results upon request.

Additionally, we supplement your compliance efforts with sample forms and a variety of educational materials you can download from our Resource Center.

A True Partnership

Backgrounds Online takes time to learn how and why you screen to meet your specific needs and expectations. We've been a leader in the screening industry for more than 20 years because of our service-first attitude, dedication to following best practices and an awesome team that is committed to offering superior service.

Have Questions?

If you have questions or need assistance, please contact us. Our cheerful team is here to assist you Monday through Friday from 5am to 6pm PT.