

Annual Screenings: Simple, Streamlined Security



You run background checks on potential employees and contractors to help make informed decisions, maintain safe workplaces, and protect your brand. Screening everyone who represents your organization is a best practice that strengthens your due diligence process.



Pre-Employment and Annual Background Checks

As you go through hiring and onboarding, you want to make sure your candidates are qualified, deemed safe and eligible to do the jobs for which they are applying. To accomplish this, you review resumes, conduct interviews, and run comprehensive background checks. These reports generally contain a variety of criminal searches, reference checks, employment and education verifications and position-focused searches.

When your team members approach their employment anniversary, you can rely on annual background checks to help determine if they remain eligible for their position. These reports do not include reference checks, education and employment verifications or other data that typically does not change. They are primarily made up of criminal searches, motor vehicle record searches and drug tests.

Why Annual Screening Matters

Annually screening your team helps ensure you are mitigating risk across the entire organization. It's a simple way to see if an employee incurs a criminal record or driving violation that might indicate they pose an undue risk to the business or public.

Depending on your industry, you may need annual screenings to fulfill obligations for insurance policies or third-party audits. Some states have laws which mandate certain employers must regularly screen their staff. This is common for businesses that hire people who work with vulnerable populations, drive, provide healthcare services or operate heavy machinery.

How It Works

When you request a background check, we send the individual you wish to screen an email with a secure link to our Applicant Self-Submittal portal. They are asked to sign the necessary disclosure and authorization documents and provide the information we need to begin. After you hire someone, simply add them to your Annual Screening Dashboard to opt them into routine screening. You can easily select the perfect package for each employee, and we will run their background check annually for as long as they're with your company.



We typically recommend scheduling annual screenings on the anniversary of your employee's hire date to establish the process as a trusted part of their yearly routine. Each year, they'll receive a personalized email with a secure link to authorize the background check and we do the rest. Most reports are completed within 1 – 3 business days and you are notified immediately once the results are available.

A Smooth Process For You

Your Annual Screening Dashboard makes it easy to oversee ongoing background checks. It includes a list of employees who are signed up and the date of their next screening. You will also receive an email notification that shows you each person who is scheduled to be screened in the coming month. If someone no longer works for your organization, you can easily opt them out of future recurring screening.

We're Here For You

If you have questions about annual screenings or background checks, please contact us. Our experienced, friendly team is here to assist you Monday through Friday from 5am to 6pm PT.