

EMPLOYMENT BACKGROUND CHECK RECOMMENDATIONS

Get It Right, Every Time with HireSafe®

1. Before background screening, applicants *must* sign an approved “Release Authorization Form**”
* The HireSafe QuickApp provides this form digitally but you must upload it with the manual format.
2. When you may not hire a candidate as a result of a background check you *must* follow the two step adverse action process. Be sure to complete step one and give time to dispute before deciding!

Adverse Action Steps:

Step one: Send a “pre adverse action notice” and give the applicant time to dispute before making a decision.*

*Applicants receive their federal rights and a copy of their report so they can address inaccuracies and must be given time to do so.

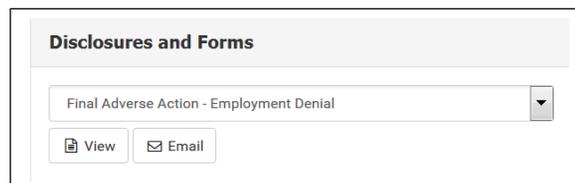
After completing step one: If you still decide not to hire, you *must* send a “final adverse action” employment denial. Be sure that you give the candidate time to dispute the report information first!

NOTE: Adverse action notices are not optional!

Adverse Action DO's:

- ✓ Do explain that the background check company does not make the hiring decision in the pre adverse action notice.
- ✓ Do restrict communication with the candidate until after the Adverse Action process has run its course.
- ✓ Do include the FCRA required summary of rights, state notices and a background report copy separately in step one.
- ✓ Do include HireSafe's contact information in case the candidate wants to dispute findings. (Bottom of page)
- ✓ Do give the candidate at least 5 business days from when they view the notice to respond or to dispute the report.
- ✓ Do follow through with the adverse action steps even you're not denying employment based on an adverse history.
- ✓ Do consider keeping the job open or making a conditional offer while waiting for the pre adverse action step.
- ✓ Do find out if your location has any “Ban the Box” laws. These require explicit reasoning for an adverse hiring decision.
- ✓ Do consider an individualized assessment as recommended by the EEOC to prevent discriminatory hiring practices. It allows a candidate to explain why a criminal record shouldn't disqualify them for the job they seek.
- ✓ Do send either the “final adverse action employment denial” or “rescinding offer” if you decide not to hire. These letters are provided by HireSafe. It is the clients' responsibility to send them to the applicant through the HireSafe platform. These letters can be found on the HireSafe platform in the Disclosures & Forms menu box seen below.

With the HireSafe QuickStep platform compliance is a mouse-click away. All emails are documented and an audit log keeps track of notifications. No need to worry about keeping copies of every letter. No need for trips to the post office to send registered mail.



Adverse Action DO NOT's:

- ⊘ DO NOT get a background check report without signed authorization from an approved release authorization form!
- ⊘ DO NOT make a final decision on hiring a candidate before the pre adverse action notice has been viewed!
- ⊘ DO NOT rely on verbal or undocumented adverse action steps, compliant notifications protect you and the candidate!
- ⊘ DO NOT deny the candidate a chance to challenge the report accuracy before making a final hiring decision.



FOR MORE INFORMATION ON ADVERSE ACTION OR OTHER COMPLIANCE BEST PRACTICES, PLEASE CONTACT US AT: 888-792-4472 -or- research@hiresafe.com

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