

“Guidelines Conducting Proper Back Ground Checks”

Conducting proper background checks involves several steps:

1. **Consent and Disclosure**: Obtain written consent from the individual before initiating any checks and inform them about the nature and scope of the investigation.
2. **Verify Identity**: Confirm the individual's identity through government-issued IDs and documents.
3. **Criminal History**: Check for criminal records at local, state, and federal levels. Follow legal restrictions regarding what can be considered.
4. **Employment History**: Verify the accuracy of their employment history, including job titles, dates of employment, and responsibilities.
5. **Educational Credentials**: Confirm educational qualifications by reaching out to institutions directly or using verified third-party services.
6. **Reference Checks**: Contact references provided by the individual to verify their character, work ethic, and skills.
7. **Credit History (if applicable)**: Obtain written consent to check credit reports, especially for roles that involve financial responsibilities.
8. **Professional Licenses**: If the position requires a professional license, verify its authenticity and current status.
9. **Social Media Screening**: Review publicly available social media profiles, while ensuring compliance with privacy laws.
10. **Drug Testing (if applicable)**: Follow legal and company policies for drug testing, if relevant to the role.
11. **Global Sanctions and Watchlists**: Check global watchlists and sanctions lists to ensure the individual isn't involved in prohibited activities.
12. **Civil Litigation**: Verify if the individual has been involved in any civil lawsuits that could impact their suitability for the role.
13. **Driving Record (if applicable)**: If the role requires driving, check their driving history for any violations or accidents.
14. **Residency Verification**: Confirm the individual's address history to ensure they have been truthful about their residences.
15. **Data Privacy Laws**: Ensure compliance with data protection laws and guidelines, such as GDPR or CCPA.
16. **Document Everything**: Maintain thorough records of the checks conducted, including dates, sources, and outcomes.

17. **Fairness and Non-Discrimination:** Apply checks consistently to all candidates to avoid any form of discrimination.

18. **Confidentiality:** Keep the gathered information confidential and share it only with authorized personnel.

19. **Decision-making Process:** Ensure that the background check results are used fairly and appropriately in the hiring decision.

20. **Notify the Individual:** If adverse information is found, provide the individual with an opportunity to explain or dispute the findings before making a final decision.

Remember, it's important to adhere to relevant laws and regulations in your region while conducting background checks. Consulting legal counsel and HR professionals can help ensure compliance.