

# Basic Guidelines for Employee Background Checks

## Seminar Handout

by Glenn Hammer

1. Approach Employee Backgrounding as Due Diligence:
  - Verify all important information
  - Consistently document all details of the process
2. Background all new employees, including:
  - All full-time employees
  - Part-time employees
  - Temps
  - Contractors
  - Volunteers
3. Match the Background Check to the position:
  - The responsibilities and level of risk of the position should determine the sources researched and the amount of information sought.
  - All questions should be job-related (questions about honesty and any prior violent behavior, if any, are job-related).
4. Stay within the law, especially:
  - FCRA (Fair Credit Reporting Act)
  - ADA (Americans with Disabilities Act)
  - Equal Employment laws and regulations
  - Privacy laws
5. Use ethical professionals to perform the Backgrounding:
  - Don't use anyone willing to provide information from questionable or illegal sources.
  - Don't require hiring managers to do any Backgrounding beyond reference checks.