

Common Backgrounding Mistakes

1. Not Backgrounding Everyone:
 - All Full-Time Employees
 - Part-Time Employees
 - Temps/Contractors
 - Volunteers
2. Outdated Policies And Practices
 - Not following FCRA
 - Out-of-date Forms
 - Not Verifying References
 - Not Asking Employers & References About Violence & Dishonesty Issues
 - Out-Of-Date Reference Policy
 - Expecting Hiring Managers And Human Resource Staff To Do Background Checks
3. “Quick & Dirty” Criminal Record Searches
 - “Stale” Database Searches
 - Felony Only
4. No Social Security Number Scan
5. Not Matching Checks To Position
 - Standard Searches For All Positions
 - Overuse Of Credit Reports
 - Overuse Of DMV Reports
 - No Periodic Checks For High Risk Positions