

## **Employee Background Checks – Workshop Handout -- 2002**

### **The Legal And Financial Consequences Of Improper Employee Background Checks:**

- Application And Resume Falsification
- Employee Theft And Fraud
- Workplace Violence
- Negligent Hiring Liability

### **The Two Purposes Of Employee Background Checks:**

- Reduce Problems
- Avoid Liability

### **Balancing The Employer’s “Need-To-Know” And The Employee’s “Right-To-Privacy”**

- Verify Freely Volunteered Information
- Obtain Work Related Information Only
- Work With Knowledge And Permission Of Candidate

### **Avoid Defamation And Negligent Referral Claims**

- Factual And Substantiated Information
- Without Bias Or Malice
- On Request Of Prospective Employer

### **The Ten Most Popular Elements of a Background Check**

- Personal And Professional Reference Checks
- Prior Employer Verification
- Education Verification
- Criminal Record Check
- Employment Credit Report
- Motor Vehicle Report
- Civil Record Check
- State/Federal License Verification
- Social Security Number Check
- Workers Comp Records

### **The Five Most Common Discrepancies Uncovered**

- Criminal Records
- False Id Information (SS#, DOB, Name Spelling)
- Employment History Falsification
- Education History Falsification
- Bad Driving Record

### **The Six Most Common Backgrounding Mistakes**

- Not Backgrounding Everyone:
  - All Full-Time Employees
  - Part-Time Employees
  - Temps/Contractors
  - Volunteers
- Expecting Hiring Managers To Do Background Checks
- Not Matching Checks To Position
- Outdated Policies And Practices
  - Out-Of-Date Forms
  - Not Requiring Completion of a Detailed Job Application
  - Not Verifying References
  - Not Asking Employers & References About Violence & Dishonesty Issues
- Inadequate Criminal Record Search
  - Database Search
  - Too Small A Geographic Area
  - Felony Only
- No Social Security Number Scan