

1

Familiarize yourself with all background check laws, including:

- Fair Credit Reporting Act (FCRA).
- Fair Chance to Compete for Jobs Act.
- Anti-discrimination laws.
- State and local laws that apply to you.

2

Determine if your open position requires a background check; ask yourself:

- Does my industry require background checks?
- Do we need to conduct a background check for this position to ensure the safety of our business, customers, and employees?
- Have we performed background checks for similarly situated candidates in the past?

3

Select the types of background checks you want to perform, such as:

- | | | |
|------------------|-----------------------------------|------------------------|
| ● Criminal | ● Social security | ● Reference |
| ● Civil court | ● Social media | ● Healthcare sanctions |
| ● Credit | ● Employment or education history | ● International |
| ● Driving record | | |

4

Create a background check policy, and remember that it's best practice to:

- Run checks after a conditional offer of employment.
- Avoid blanket policies of rejecting candidates based on certain results.
- Conduct checks on all similarly situated candidates.
- Get the policy reviewed by a legal expert.

Internal

External

