

Background Screening 101

A Guide to Small Business Background Screening

HR leaders in small and medium sized organizations are typically juggling everything from recruiting strategy to benefits. Having a comprehensive screening program in place — and a partner to provide both process and compliance guidance — can help alleviate some of the stress and risk from hiring.

4 Reasons to Conduct Background Checks

- 1 Workplace and employee safety
- 2 Protect company reputation and assets
- 3 Increase new hire quality
- 4 Minimize legal liability

DID YOU KNOW



Of organizations in the U.S. conduct some type of employment background screening.¹

What Should I Include in a Background Check?

Criminal Background Checks

- Person Search/Social Security Trace
- State and/or County Criminal Records Search
- National Criminal Search
- Sex Offender Registry Search

Verifications

- Education
- Employment
- Professional License

Drug Testing

- 5-7-9-10 Panel Testing
- Rapid
- Lab-Based
- Post-Accident or Random Programs

Other Pre-Employment Screening

- Healthcare Solutions
- Motor Vehicle/Driving Records
- Social Media Scan
- Employment Credit Check

Compliance Terms to Know

- **Authorization and Disclosure Forms** - Companies must provide candidates with certain disclosures and obtain written authorization from candidates to obtain background check reports.
- **Adjudication** - A process in which a candidate's background check report is reviewed to establish whether the candidate meets that client's established criteria to be eligible for employment for a particular position.
- **Adverse Action** - If an organization intends to use a background check report to make an adverse action involving the candidate, clients must provide candidates with detailed notifications both before and after that adverse action.

89%

Of organizations conduct state/county/regional searches on all candidates¹

84%

Conduct national criminal database searches on all candidates¹

InCheck Meets and Exceeds High Client Standards

"We have very high standards for our program and InCheck has delivered every time."

Director of HR, Healthcare Client



Quality and Accuracy



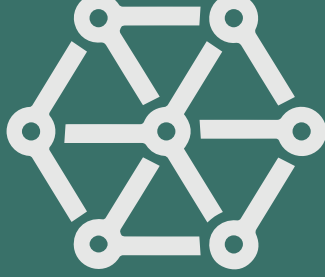
PBSA Accredited



Competitive Pricing



Customer Service



ATS Integrations



Speed

How to Get Started Screening

InCheck's Screen Smart™ program for small businesses helps you get a compliant and thorough screening program up and running quickly

- 1 Tell us about your company
- 2 Brief consultation and recommendation
- 3 Account set-up and onboarding

Get Started Today!

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