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Pre-Screening Checklist for Employment Background Check

This checklist can help you prepare for a thorough pre-employment background check. Regulations and requirements can vary by location, so be sure to check with legal counsel or a background screening company to ensure compliance.

Candidate Information Gathering

☐ **Candidate Consent:** Obtain written consent from the candidate authorizing the background check.

☐ **Identification Verification:** Ensure you have a copy of a valid government-issued ID to verify the candidate's identity (e.g., driver's license, passport).

☐ **Previous Addresses:** Collect past addresses for the timeframe you want to verify (typically 7-10 years).

Background Check Elements (Depending on job requirements and local regulations)

☐ **Criminal Record Search:** Determine the appropriate level of criminal record search based on position and location (county, state, national).

☐ **Education Verification:** Contact schools listed on the resume to confirm degrees and enrollment dates.

☐ **Employment Verification:** Contact past employers to confirm job titles, dates of employment, and eligibility for rehire (if applicable).

☐ **Professional License Verification:** For positions requiring specific licenses, verify the status and any disciplinary actions.

☐ **Credit History Check (if applicable):** Ensure it's compliant with Fair Credit Reporting Act (FCRA) and relevant to the job duties (e.g., financial positions).

☐ **Driving Record Check (if applicable):** Verify the driver's license status and any history of violations relevant to the job (e.g., driving for delivery companies).

☐ **Reference Checks:** Contact references provided by the candidate to gather insights into work performance, skills,and suitability for the role.

☐ **Social Media Screening (with caution):** This can be a gray area, so tread carefully. Consider only publicly available information and avoid discriminatory practices.

Additional Considerations

☐ **Compliance:** Ensure all background checks comply with the Fair Credit Reporting Act (FCRA) and any other relevant state or federal laws.

☐ **Authorization:** Only collect information relevant to the job requirements and with the candidate's authorization.

☐ **Adverse Action:** If the background check reveals information that may disqualify the candidate, follow legal procedures for "adverse action," including providing the candidate with a copy of the report and a chance to explain.

☐ **Recordkeeping:** Maintain accurate records of the background check process following all data privacy regulations.

By following this checklist and consulting with legal counsel when needed, you can ensure a smooth and compliant pre-employment background check process. Want to automate your processes and spend less time running background checks? Click here to schedule a demo!

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