



PROGRAM CHECK

Is your screening program up to snuff? Here are some quick hot button questions to help reduce your liability risk.

THE PREP

- 1** Are you aware of how recent Ban the Box legislation affects you?
- 2** Have you updated/reviewed your forms in the last year?
- 3** Are you providing updated state AND city specific disclosures?
- 4** Can you easily defend an audit with signed copies?
- 5** Can your order initiation process be improved?

THE CHECK

- 1** Are you aware of the gaps in your screening program?
- 2** Do you know how National & Federal searches differ?
- 3** Do you search alias/maiden names & counties of residence?
- 4** Are you monitoring/re-screening current employees?
- 5** Are background checks stored separate from employee files?

THE DECISION

- 1** Are you confident in the accuracy of your reports?
- 2** Are individualized assessments performed when there's a record?
- 3** Are you aware of how Fair Chance Initiatives may affect you?
- 4** Are you able to easily send/track Pre/Post Adverse Action notices?
- 5** Are you notified when there's a candidate dispute?

THE PARTNER

- 1** Is your dedicated contact FCRA certified & keeping you informed?
- 2** Do they know the risks facing your company & industry?
- 3** Have they provided a program review in the past 3-6 months?
- 4** Do they know & actively support your #OnBoardingGoals?
- 5** Do you know how they secure your candidate's private info?

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