

Compliance Checklist

Is Your Background Screening Program Compliant?

- Background Authorization and Disclosure**
Are your forms compliant with the FCRA at the federal, state and local levels?
- Background Check Policy**
Are the background checks you're ordering consistent and in-line with positions you're hiring for and the job descriptions for those positions?
- The Background Check**
Is your background screening company providing the REQUIRED re-verification process for any criminal record information obtained through national criminal databases?
- The Background Report**
Is your background screening company closely reviewing the report to ensure that only "allowable information" gets through to you?
- Background Check Result Review Process**
Do you have a written review process for making decisions about what is and isn't allowable on a background result report for a candidate to work at your company?
- Adverse Action**
Do you send the proper notifications at the proper times? Pre-adverse and adverse action letters are required when you turn down an applicant based on background check results.
- Record Retention**
Are you retaining the proper records for the background check process? Are you keeping the records long enough?

Need help with your compliance?
Contact True Hire to learn how we can make your job easier!