

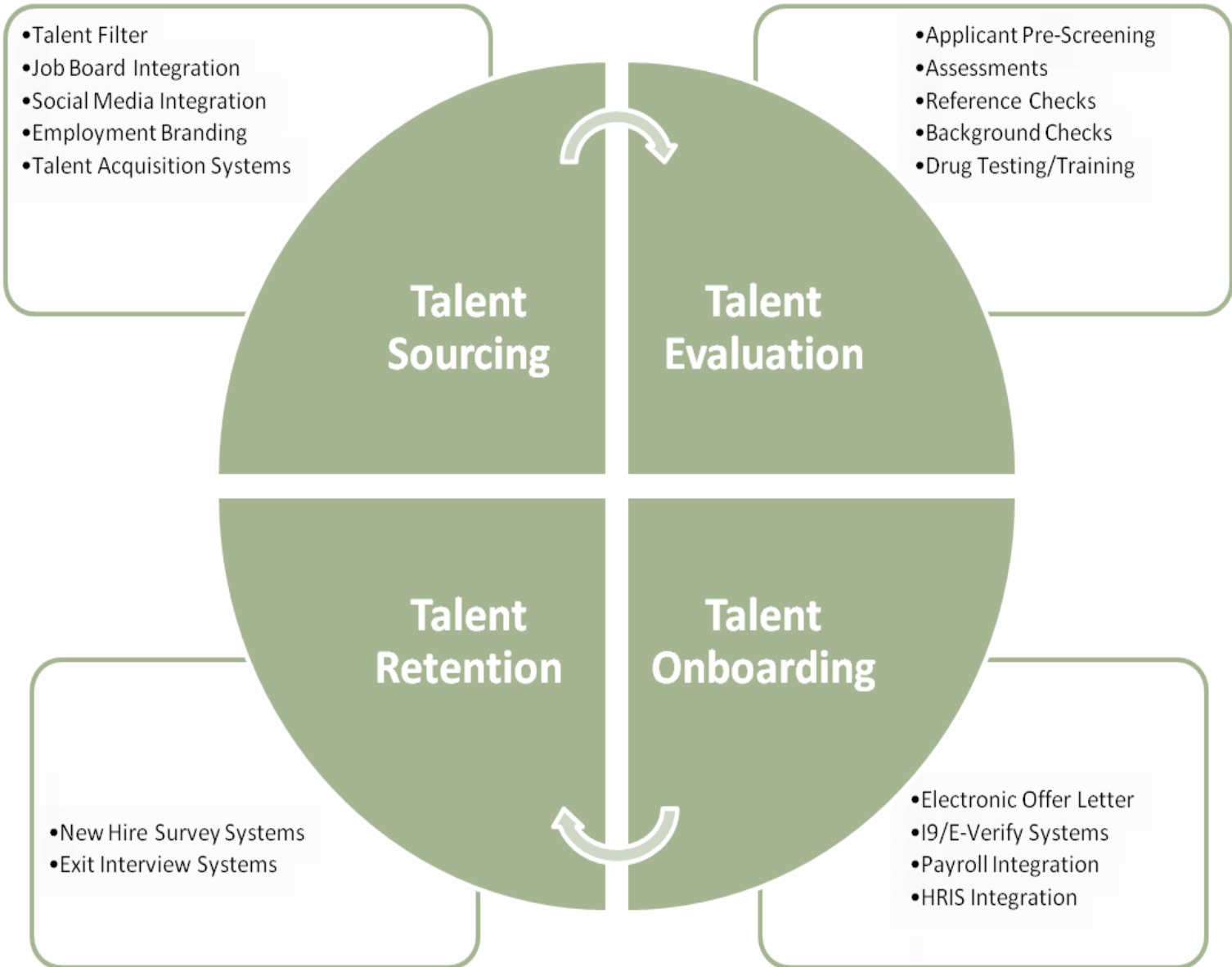


Top 10 Background Check Mistakes

Alan Kinsey

inquire**hire**
Look Better





Top 10 Background Check Mistakes

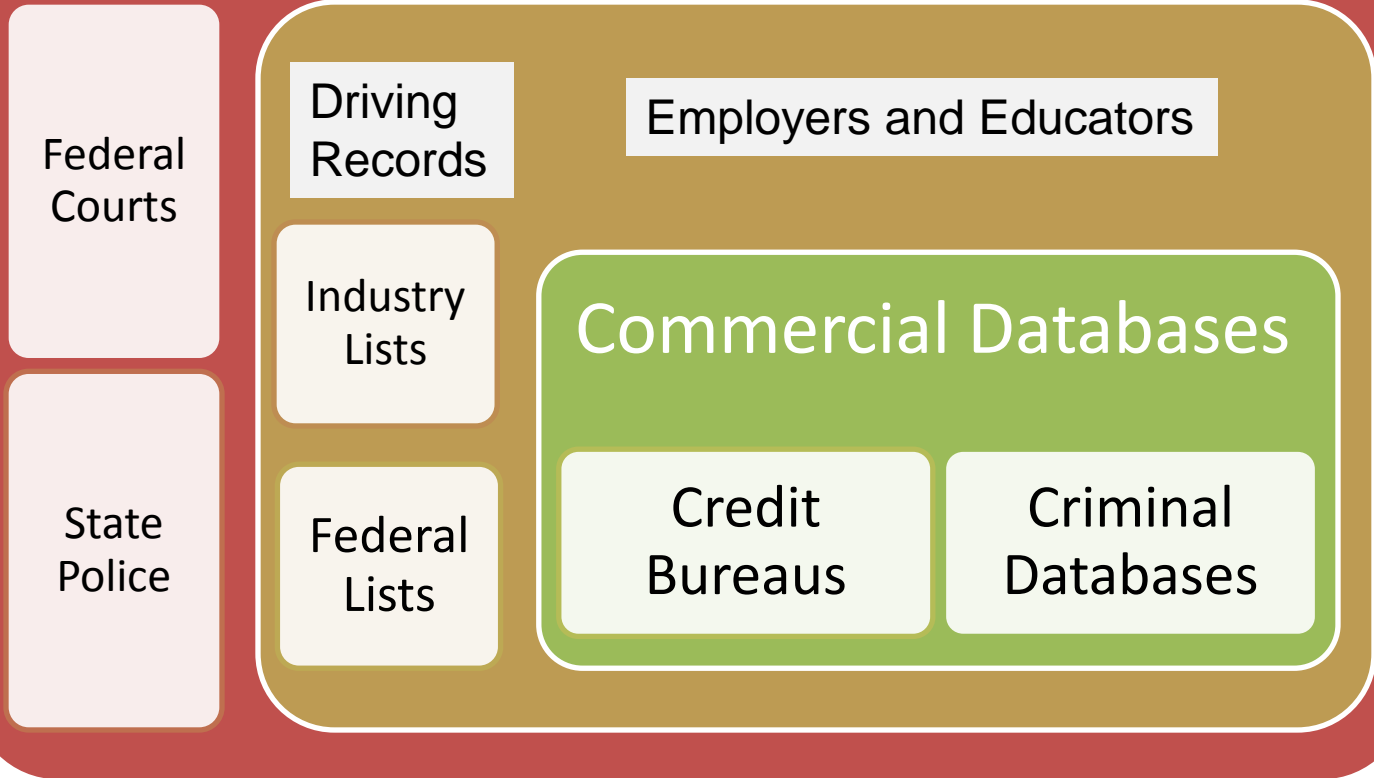
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Common Question:
“It’s 2011. Isn’t there one place where I can get all the necessary information about a candidate?”

Unfortunately, the answer is NO.

County Courthouses



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Why Does It Matter?

Industry
Mandates

Liability

Better
Hiring
Decisions

Top 10 Background Check Mistakes

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Number 10:

Failure to validate education history.

20% of applicants falsify their education history.

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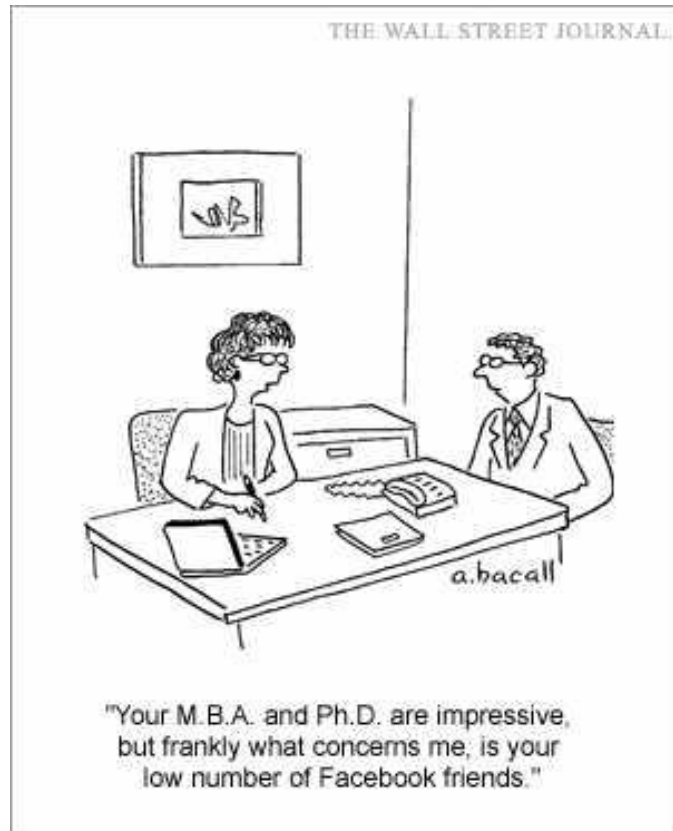
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Top 10 Background Check Mistakes



Number 9:

Denying employment based on non-validated social media information.

Social media may suggest areas that should be investigated and validated as part of your background check.

Top 10 Background Check Mistakes



Number 8:

Using information that is not legal or appropriate for employment decisions.

Juvenile records, older records, and in some cases, credit reports, are examples.

Top 10 Background Check Mistakes



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Number 7:

Failing to validate employment history and prior job performance.
40% of applicants falsify work history.

Top 10 Background Check Mistakes



Number 6:

Adverse Action notification failures.

Simple process and communication mistakes can lead to complex legal issues.

Top 10 Background Check Mistakes



"Well, your morals seem to check out. Now we just need to run your credit report..."

Number 5:

Inappropriate use of credit reports when denying employment.

Many states are restricting the use of credit reports for employment decisions.

Top 10 Background Check Mistakes

IL Credit Check Law – Exceptions

1. State or federal law requires bonding covering the employee
2. Banks, Insurance Companies, Debt Collector, Government
3. The employee has unsupervised access to more than \$2,500
4. The employee has signatory power over business assets greater than \$100 or more per transaction
5. The employee is a manager who controls the business
6. The employee has access to personal, confidential, financial, trade secrets or state or national security information

Top 10 Background Check Mistakes



Number 4:

Assuming the industry or government required background check protocol provides adequate protection for your organization.

Top 10 Background Check Mistakes



"We don't discriminate per sé— we just don't hire Lyle Lovett lookalikes."

Number 3:

Blanket policies or practices in your background screening process.

EEOC considers blanket policies and practices discriminatory.

Top 10 Background Check Mistakes



Number 2:

Conducting background checks with internal resources.

Potential problems include inconsistency, confidentiality, misunderstanding of state employment laws, and inadequate access to many types of records.

Top 10 Background Check Mistakes

Any way they will never be able to prove...



<http://www.clearwatercriminallawyer.org/>

Number 1:

Conducting an inadequate criminal record check that overlooks key areas where important records may be stored.

Key Background Check Components



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Criminal Record Check

Person Search

County Courts

7 – 10 years

Current and Alias Names

Nationwide Databases

Current and Alias Names

Federal Courts

Current and Alias Names

Top 10 Background Check Mistakes

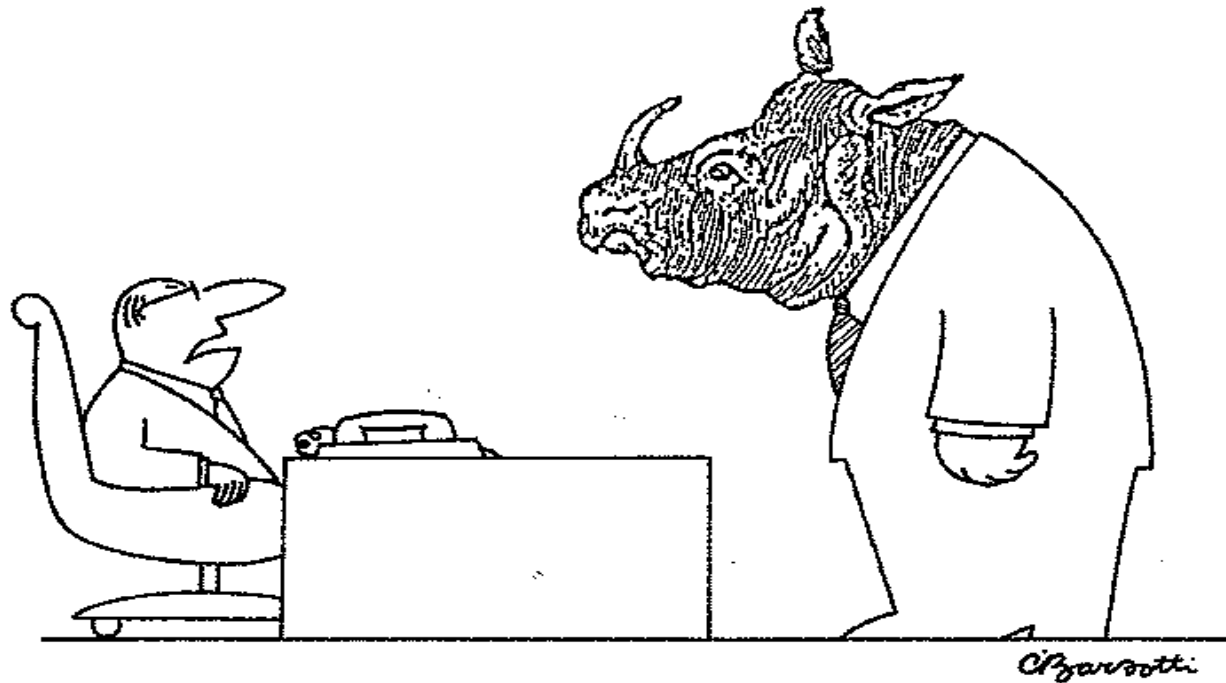
Optimal Background Check

Industry or
Regulatory
Requirements

Position in
Question

Budget and
Time
Restrictions

Avoid the Top 10 and avoid this situation....



"It has come to my attention, Pickarell, that you may have been somewhat less than forthcoming in your résumé."

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Assessment: Teller Excellence (Basic Math) Assessment
Candidate Name: Teller
Start Date and Time: May 19, 2008 11:34:58 am ET
Finish Date and Time: May 19, 2008 11:51:51 am ET

**Above
Average**

Performance Analysis Summary

	0	20	40	60	80	100	Percentile Score		
Overall Performance							79.8%		
Performance Area	0	20	40	60	80	100	Score	Range	Importance
Attention To Detail							100	High	16.7%
Basic Math							100	High	16.7%
Service							79	Above Average	16.7%
Reliability							67	Above Average	16.7%
Trustworthiness							70	Above Average	16.7%
Rules Compliance							62	Above Average	16.7%

*Recommended Score is a guide only to the hiring decision. Among candidates equal in other areas being evaluated, hires should be made among those meeting or exceeding Recommended Score.

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Questions?

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