Background Checklist



In addition to contacting former employers and personal references, XXX may choose to expand the selection process to include checks for criminal backgrounds, driving records, educational and other professional credentials and credit history. This will be determined in advance by the position title or function. For example XXX could decide that all positions in the Finance Department must have a background check completed due to their contact with financial matters. Before proceeding with background checks, consider the following:

- Check federal, state and local laws and regulations before proceeding. For example, the FTC enforces the Federal Credit Report Act and has specific requirements for employers who are conducting investigative reports.
- Be certain there is a job or business-related reason for the selection processes utilized (i.e. motor vehicle checks for drivers, credit checks for bank tellers)
- Explain the procedures on the application form, in the interview or wherever appropriate.
- Obtain written authorization from the applicant or employee. Have the applicant or employee sign an authorization form for each of the types of information to be checked. Legal counsel can assist with proper wording. Inform the individual of his or her right to request additional information on the nature of the report and the means through which such information may be obtained.
- There are numerous firms that provide assistance with background checks; be certain they are reputable and comply with all federal, state and local laws.
- Maintain confidentiality.