

7 Tips for Screening Success

Getting Started with Employee Background Checks

Small business owners and managers are usually familiar with the initial steps in hiring a new employee: recruiting applicants, interviewing them for their fit within the organization and then making an offer.

But – slow down. Before sealing the deal, you need to confirm that the applicant is indeed who he or she says, as well as look for any information that could make you and your business vulnerable to future negligent hiring claims for harm to clients, fellow employees or the general public.

The process may seem intimidating, but it doesn't need to be difficult. PeopleFacts account managers can walk you through the entire process, keeping your screening on time and on budget.

1. **Assess Your Needs** – Each industry and each job position has specific background screening needs. Don't expect to run the same test each time.
2. **Cover your Bases** – It's important to be thorough. New checks are developed to uncover different vulnerabilities.
3. **Keep it Legal** – You want information, but your applicants have rights. Break them and you're liable for penalties.
4. **Budget Your Time** – When you've narrowed your search down to a specific candidate you want to close quickly, but some checks have a Federally mandated wait time. Set appropriate expectations with your hiring manager and your applicant.
5. **Lean on Technology** – Sophisticated searches cover not only the U.S., but now also an increasingly global workforce.
6. **Take a Human Reality Check** – Computers are great, but you don't want to lose a potential top employee due to an error.
7. **Select a Winning Partner** – Look for a background screening company with a solid history of helping guide companies through the background screening process.