

## Sample Background Check Policy as provided by SHRM

### Policy

All offers of employment at [Company Name] are contingent upon clear results of a thorough background check. Background checks will be conducted on **all** newly hired staff members and on all employees who are promoted, as deemed necessary.

Background checks will include:

- **Social Security** validates the applicant's social security number, date of birth and former addresses.
- **Prior Employment Verification** confirms applicant's employment with the provided companies, including dates of employment, position held and additional information available pertaining to salary/wages, performance rating, reason for departure and eligibility for rehire. This will be run on past two employers or five years, whichever comes first.
- **Multi-County Criminal** will be run on counties that applicants have listed on the release form. This will include counties of past residence for a period of up to five years.
- **Federal Criminal History** checks district courts for any crimes committed in violation of federal law in district of current residence.
- **Personal and Professional References:** Calls will be placed to individuals listed as references by an applicant.
- **Educational Verification** confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.

The following additional searches will be required if applicable to the position:

- **Motor Vehicle** provides a report on an individual's driving history in the state requested. This search will be run when driving is an essential requirement of the position.
- **Credit History** confirms candidate's credit history. This search will be run for positions that involve management of [Company Name] funds and/or handling of cash.

### Procedure

After a verbal employment or promotion offer is made, the chosen candidate must complete the Pre-Employment Certification/Release form and return it to the Human Resources Department. Human Resources will notify the hiring manager upon receipt of the signed release. The chosen candidate is not to begin work prior to the hiring manager receiving approval from Human Resources.

Human Resources will order the background check upon receipt of the signed release form, and an employment screening service will conduct the check. A designated Human Resources representative will review all results.

The Human Resources representative will notify the hiring manager regarding the results of the check. In instances where negative or incomplete information is obtained, the appropriate management and the Director of Human Resources will assess the potential risks and liabilities related to the job's requirements and determine whether the individual should be hired. If a decision not to hire or promote a candidate is made based on the results of a background check, there may be certain additional Fair Credit Reporting Act (FCRA) requirements. The Human Resources representative will be responsible for handling such FCRA requirements as necessary. [Company Name] will follow all applicable FCRA requirements throughout the background check process. Any questions regarding FCRA must be directed to the Director of Human Resources.

Background check information will be maintained in a file separate from employees' personnel files.

[Company Name] reserves the right to modify this policy at any time without notice.