

Your Background Screening

ROADMAP

The DOs & DON'Ts of Today's Hot Button Issues

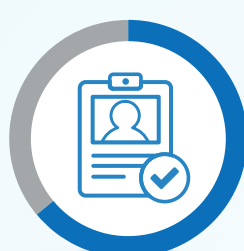
We surveyed 500+ U.S.-based employers regarding their use of employment background checks to help you benchmark against your current practices. This is a snapshot of current screening practices, priorities and challenges on the hottest trends in the industry.

Which checks do I conduct?

Top Three background checks to evaluate prospective employees:



93%
Criminal
Record Search



64%
Verification
of Employment



55%
Form
I-9/E-Verify



DO **Figure out what is appropriate for your organization and industry.** Take into consideration federal and/or state regulations to determine which searches are relevant. Also, define which checks are appropriate for different levels of employees and positions.



DON'T **Simply conduct the checks your competitors are conducting** and don't conduct the exact same type of checks on all positions you are hiring for. Management and executive-level employees often carry great responsibility, thereby meriting a more comprehensive screening.



How do I speed up the process?



45%
of companies see reducing the time-to-hire as a top priority to improve their program

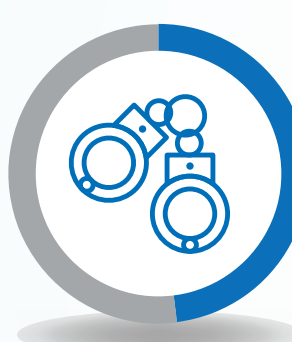


DO **Assist in speeding up the background check** by selecting the right provider and opting for online systems. Also, using automation where possible will help reduce time-to-hire.



DON'T **Forget to double-check** that your candidate has included all of the necessary information required to complete the requested checks. Doing so will avoid any unnecessary delays.

Do I ask candidates about convictions?



48%
of companies ask candidates if they've been convicted of a crime on the application

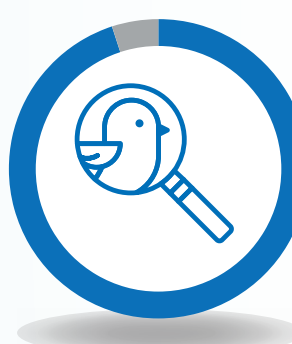


DO **Make sure you're aware of your city, county and state ban-the-box laws** that determine if companies can ask about a candidate's criminal history on the initial application. Also, make sure to consult with your legal counsel as ban-the-box laws are always changing.



DON'T **Ignore the question altogether.** If criminal record checks are part of your background screening process, ask candidates about their convictions so they can explain. Delay the question as late in the hiring process as possible, allowing candidates equality and fairness.

Should I conduct social media screening?



95%
of companies who conduct social media screening conduct these checks in-house

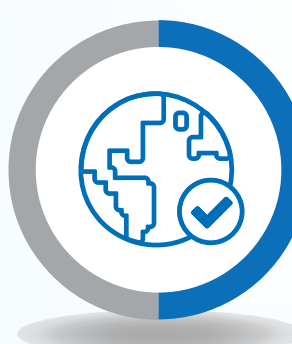


DO **Consider outsourcing your social media screening.** A third party will filter out all of the sensitive personal information commonly found in social media profiles that put organizations at risk of discrimination.



DON'T **Use information related to a candidate's age, disability, gender reassignment, marital status, race, religious beliefs, sex or sexual orientations** when making a hiring decision.

Do I conduct the same checks for global candidates?



50%
of employers are currently not conducting global checks and have no plans to add global screening to their programs



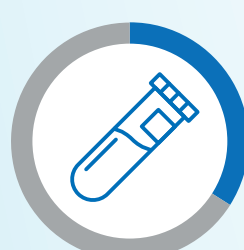
DO **Think about all of the suppliers, vendors and foreign-born workers** residing outside of the United States—consider that equivalent checks can be conducted for them. A third-party screening provider with expertise in global screening can help with what's required to conduct such complex checks.



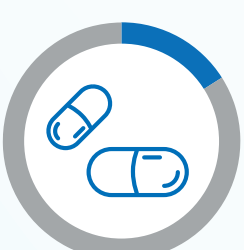
DON'T **Ignore the fact that your employees require screening outside of your comfort zone.** Conducting a thorough check will provide peace of mind to your organization, and give you more insight into the reputation of the organizations with whom your company chooses to engage.

Do I continue to test for marijuana?

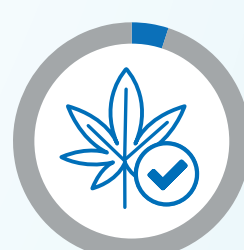
If recreational marijuana were to become legal at the federal level in the United States:



34%
would continue with their drug testing program



16%
would remove marijuana from their testing panel



5%
would ignore positive tests for marijuana



DO **Create and follow a comprehensive drug testing policy** that includes legalized, medical and recreational marijuana usage in order to detail what is and isn't acceptable—making it clear for all employees where you stand and the proper protocol for all possible situations.



DON'T **Forget to update your policy as marijuana laws change.** Having the right drug policies in place and up to date will help enforce safety standards in the interest of public health and safety.

Do I have to background check everyone?



30%
of organizations who use contingent workers required them to utilize their background screening provider



18%
don't require contingent workers to be screened at all



DO **Companies should identify the access contracted workers have to** data, offices, employees, customers, etc. and develop a screening program that mitigates the potential risks.



DON'T **Forget that the contingent workforce includes** contract, temporary and freelance workers, interns and volunteers. Your screening policy should cover how your contingent workforce will be screened.

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Sources:
Sterling Talent Solutions: Background Screening Trends & Best Practices Report 2017:
<http://info.sterlingtalentsolutions.com/2017BenchmarkingReport-Infographic>

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