

# 6 STEPS

# TO STAY COMPLIANT

In addition to reviewing relevant state laws and consulting with legal counsel, use these six steps to create compliant employment screening policies for your business.

1

## PROVIDE DISCLOSURE AND GET CONSENT

Before starting a background check with a consumer reporting agency (CRA), employers must get a candidate's (or existing employee's) written authorization and receive acknowledgement that the background check may be used as a basis for employment decisions, such as hiring, promotion, or retention.

100%

NAPBS ACCREDITED

Try GoodHire's integrated, fully compliant consent forms or use your own (which our in-house compliance experts will review to ensure compliance). All forms are converted into electronic consent, removing the need for paper files and providing candidates with the ability to give consent on any device, including mobile, quickly and easily.

2

## USE A CONSUMER REPORTING AGENCY

Provide candidate information to a compliant CRA and they will begin collecting and preparing the results. Depending on the CRA used, the background check may include criminal records, civil judgments, credit history, and other personal information on public record.

16 Million

PUBLIC RECORDS

Secure collection of a candidate's personal information can be challenging. Offload the heavy lifting to GoodHire – all we need is the candidate email address. Our decades of experience working with 16 million public records and our NAPBS accreditation ensure the highest standards of accuracy without compromising candidate privacy.

# GOODHIRE ADVANTAGE

COMPREHENSIVE

EXCEPTIONAL

CONVENIENT

SECURE

COMPLIANT

ACCURATE

FAST

BELOVED

AUTOMATED

CUSTOM

FAIR

DEDICATED

3

## SHARE RESULTS WITH THE CANDIDATE

Once the background check results are ready, a copy will be returned to the employer and, if requested, to the candidate. If the candidate disputes any records in the results, the CRA can reinvestigate the records and provide updated results to both employer and candidate.

# 1-3 DAY

## TURNAROUND

GoodHire automatically provides a copy of the background check results to the candidate, creating a better, more trusted candidate experience. By doing so, we ensure that the candidate can review the data for accuracy and file disputes early, reducing delays in hiring and helping you make hiring decisions based on more accurate information. GoodHire's experienced team and built-in dispute tools are designed to ensure speed and accuracy when disputes occur.

4

## REVIEW RESULTS WITHIN EEOC GUIDANCE

Any hiring policy that disproportionately screens out minorities, including blanket bans on employment of people with criminal records, may automatically be considered in violation of the Equal Employment Opportunity Commission's (EEOC) guidance and requirements under Title VII of the Civil Rights Act of 1964.

# 70 Million

## US ADULTS

Only GoodHire offers candidates the ability to add comments directly into their background check. Recent stats indicate that more than 70 million US adults, 1 in 4, have a criminal record. Comments for Context offers these candidates a way to create GoodHire individualized context around an offense, making the conversation a little easier to start. And, as you can easily request and access these comments, the feature also makes it less likely the EEOC will find your policy to be overly broad and unrelated to business necessity if you choose not to hire.

5

## FOLLOW ADVERSE ACTION PROCESS

Employers who make adverse decisions, such as deciding not to hire or promote a candidate or to terminate an employee, based in whole or in part on a background check, must follow an Adverse Action process. This process may also be called *Pre-Adverse Action*, *Preliminary Adverse Action*, or *First Notice*.

95%

### CUSTOMER SATISFACTION

GoodHire's built-in tools, adverse action templates for employers, and dedicated US-based customer support team can guide you through the entire process. The FCRA recommends a waiting period of five business days before pursuing adverse action. With GoodHire, you can use that time to request that the candidate provide Comments for Context, which present individualized context around an offense directly in the background check results.

6

## FINALIZE HIRING DECISION

If an employer has followed all steps for conducting a background check, then a final employment decision, whether to hire, promote, or terminate, can be made. In instances when the decision is adverse, employers must send a notice of adverse action to the candidate or employee. This process is called Final Adverse Action.

35,000+

### BUSINESS CUSTOMERS

Building great teams is hard. Hiring qualified, safe individuals shouldn't be. But, when you have to deny someone employment or promotion based on background check results, you can rely on GoodHire for a transparent, fair process that creates a reasonable, honest experience for candidates and protects you from costly legal action.

GET STARTED TODAY

For more information go to [www.goodhire.com](http://www.goodhire.com)



GoodHire is the background screening company for people who care about people. More than 35,000 employers rely on our in-house compliance experts, US-based customer service, and customizable technology. Job candidates love our award-winning True Me candidate experience. Owned by Silicon Valley-based Inflection, a Certified B Corp, GoodHire is committed to background checks you can feel good about. © 2016 GoodHire. All Rights Reserved.