Background Screening

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What is Background Screening?

An inquiry into the history and behaviors of an individual under consideration for employment, credit, access to sensitive assets, and other reasons.
Why Companies Screen

- Avoid violence in the workplace
  - 10% of job applicants have a criminal record

- Get the right person for the job
  - 40% of resumes contain material lies or omissions about education, past employment, or qualifications

- Reduce costs associated with bad hiring
  - Lawsuits, theft, fraud, embezzlement
  - Turnover, bad publicity, lost customers
# Typical Screens

## Basic Employment Screens
- SSN Verification & Trace
- Criminal Records Search
- Driving Records
- Employment Verification
- Drug Test

## Expanded Employment
- Civil Records Search
- Education Verification
- Reference Check

## Special Employment
- International Criminal
- Bankruptcy Records
- Professional License
- OIG, Nurse Abuse, Etc.
- Credit History

## Basic Tenant Screens
- SSN Verification & Trace
- Criminal Records
- Credit History
The Ideal Background Screen

1. Accurate
2. Comprehensive
3. Consistent
4. Timely
5. Legal
The Process

1. Subject signs an FCRA release form, authorizing screening
2. Employer provides release form and subject data to screening agency
3. Screening Agency conducts investigation according to federal, state, local laws
4. Results provided to employer, usually within 72 hours
5. Employer shares results with subject, as required by law
The Advantages of Screening

- Discourage applicants with something to hide or a reason to falsify credentials
- Eliminate uncertainty in the hiring process by basing decisions on hard information
- Demonstrate Due Diligence in the hiring process, promoting safety in the workplace
  encourage open communication and honesty on the part of the Applicant
- Excellent return on a small investment
The History of Background Screening
In the Beginning

The 1980’s...
- Forward thinking Human Resource departments use Private Investigators to check on applicants
- No organized network of public record retrievers
- Long turn-around times, expensive research

The early 1990’s...
- Negligent Hiring lawsuits begin to impact the bottom line of major corporations
- Pre-employment screening becomes a specialty, and dedicated agencies begin to grow
The Legal Environment
FCRA - Fair Credit Reporting Act

The “Gold Standard” for protection of consumer rights

- Applicant must expressly authorize screen
- Applicant must be given notice before any negative information is used against them
- Screening agency must investigate applicant claims that report is inaccurate or incomplete
- Report may only be used for a permissible purpose (e.g., Employment or Tenant screen)

Numerous state laws augment the FCRA
Privacy and Identity Theft

- Screening may uncover cases of identity theft, providing a benefit to the applicant.
- Screens are restricted to relevant data about the applicant’s public life.
- Strict precautions are taken to protect the confidentiality of all reports.
- Protection of privacy and adherence to law is central to Bushue Background Screening Code of Conduct.
Screening and the EEOC

- Screening agency works to help employers use data correctly, in accordance with Equal Employment Opportunity Laws.
- Information used to determine eligibility for employment must be job related.
- A criminal record cannot be used to automatically disqualify an applicant, unless there is a business justification.
The Future of the Industry
Trends in Screening

- Growing public awareness and acceptance due to terrorism concerns
- Expanding role of background screening - tenants, contractors, team coaches, volunteers, etc.
- More comprehensive screenings, requiring more thorough research
- Screening processes integrating with other Human Resource systems
- Even greater emphasis on legal compliance
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