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.
Background Screening - Myths

- There is one source or central repository for all criminal records.
- One source is acceptable to use and reliable for employment.
- Checking Facebook, Twitter, LinkedIn, and other networking sites will get good data.
- Any background screening company will work and all complete the same type of screen.
Background Screening - Myths

- Employers can collect any data and use it as the basis for an employment decision.
- If we get a “hit,” there is nothing else that must be done.
- Legal paperwork is not necessary for the applicant or employer.
- We don’t have to tell the applicant about the “hit” and that it was the reason we did not hire them.
Background Screening - Myths

- We should not do screening because it may prevent people from getting jobs.
- Any screen will do, so that we can show we are doing something.
Background screening is a necessity for every college and employer.

Multiple sources must be verified to determine the accuracy of data.

There is no one central repository statewide or nationally that check all criminal records.

Free checks and networking sites are not reliable sources and may increase your risks of discriminatory hiring.
Good background screening companies are critical to ensure a comprehensive, accurate screen is completed – You can’t just rely on any company.

It is important to determine whether a background screening company is providing good results & meeting legal obligations.
Background Screening Companies – Your Key to Good Results

- NAPBS Members (National Association of Professional Background Screeners)
- Experience in Human Resources & Risk Management is important to developing & implementing good screening
- Experience in Background Screening including research and verification
- Knowledge about the legal requirements, establish proper agreements, authorization & disclosure along with good documentation – FCRA (Fair Credit Reporting Act) & EEOC (Equal Employment Opportunity Commission)
Background Screening Companies – Your Key to Good Results

Service

- Employer & Applicant Order Entry Systems
- Key contacts & researchers that are working for you to ensure quality screens are completed on a timely basis
- Reporting that is easy to access, use and interpret
- On-line Order Placement, Status Tracking & Billing Systems
Compliance
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 supersede the FCRA
Compliance Services

FCRA – Fair Credit Reporting Act

• Pre-Adverse Action Letter
• Adverse Action Letter
• Individual Assessments
  • How long ago?
  • Age at the time of the offense?
  • Circumstances?
  • Employment history before and after?
  • Number of offenses?
• Report Copies
• Summary of Rights
Screening and the EEOC

- Screening agency works to help employers use data correctly, in accordance with Equal Employment Opportunity Laws & FCRA 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
Employment Screening

Basic Employment Screening

* SSN Verification & Trace
* Sex Offender (Fed. & State)
* Criminal Records Search
  * County - Unlimited
  * National

Expanded Employment

* Employment Verification
* Driving Records (MVR)
* Drug Test
* Federal Districts
* Education Verification
* Reference Check
* Credit History
* Government Fraud List
* Terrorist Watch List

Special Employment

* International Criminal Records
* Bankruptcy, Liens, & Judgments
* Professional License Verification
Fingerprinting

- Illinois State Police Background Check - IL
- FBI Background Check
  - State Sex Offender Check-IL
  - Federal Sex Offender Check
  - Violent Offender Against Youth Database Check-IL
- Hazmat/TWIC Fingerprinting
- What Can My College Request?
Benefits of Utilizing Bushue Background Screening

- Quick Turnaround Times
- Increased Convenience
- Licensed, Professional & Experienced
- On-Site Services
- Scheduled Appointments in Professional Settings
- No Repositories
Bushue Background Screening would like to review our services with you

- Arrange a time to discuss your college’s current policies and procedures at the conference or help us arrange a meeting with the appropriate contact(s) at your college and receive a free promotional gift.

Contact us to schedule a time:
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Bushue Background Screening

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