Preemployment Background Screening

ASIS GDL PBS-2009

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PREEMPLEMENT BACKGROUND SCREENING GUIDELINE

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Approved September 2, 2009

ASIS International

Abstract

This guideline aids employers in understanding and implementing the fundamental concepts, methodologies, and related legal issues associated with the preemployment background screening of job applicants.
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About NAPBS

Founded in 2003 as a non-profit trade association, the National Association of Professional Background Screeners (NAPBS) serves to represent the interest of companies offering employment and background screening. NAPBS offers an opportunity for qualified companies to participate in shaping the body of knowledge and regulations impacting our futures. NAPBS give the screening industry the ability to effectively demonstrate its competence, reliability and willingness to adopt standards.

ASIS and NAPBS in an effort to promote shared cooperative interests collaborated in the revision of the 2006 version of the “Preemployment Background Screening Guideline”.

Suggestions for improvement of this document are welcome. They should be sent to ASIS International, 1625 Prince Street, Alexandria, VA 22314-2818, USA.

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1. **Scope, Summary, and Purpose**

1.1 **Scope**

The scope of the *Preemployment Background Screening Guideline* is to aid U.S. employers in understanding and implementing the fundamental concepts, methodologies, and related legal issues associated with the *preemployment background screening* of job applicants. This core guideline is focused on U.S. organizations employing people within the United States. (Due to the global nature of many U.S. organizations, it is recommended that the employer work with Counsel to develop a country-specific process to comply with local regulations.) Unless otherwise noted, the search types described in this document are those obtained from sources within the United States.

1.2 **Summary**

This guideline presents practical information concerning the value of preemployment background screening, the importance of the application form, important legal issues and considerations (such as the Fair Credit Reporting Act, privacy issues, state laws, rules, and regulations), the key elements of preemployment background screening, the types of information to utilize in verifying the key elements, the use of credit reporting agencies in preemployment background screening, and an appendix of a sample preemployment background screening flow chart. Additional preemployment background screening resources are listed in the References/Bibliography section.

1.3 **Purpose**

Employers, from the smallest to the largest, understand the dual benefits of hiring the best people and providing a safe and secure workplace—both physically and financially—for their employees, customers, shareholders, and the community in which they operate. A key factor is to know as much as you can about the people you want to hire and to know that before hiring them. Hiring a new employee is an important responsibility for any organization. An employer who has performed a thorough preemployment background screening on its applicants is more likely to bring into the organization a highly-skilled person who will prove to be a tremendous asset. Unfortunately, absent a sufficient preemployment background screening, that same employer runs the risk of exposing his or her organization to someone who could ultimately become the organization’s greatest liability.