



Protecting Your Company's Most Valuable Asset... Your Reputation



1 in a series
of 6

START 2009 WITH THE RIGHT STUFF! KlinkCheck's BEST PRACTICES SERIES

Guidelines for a successful background check

Dear Client,

Start 2009 with the right stuff! Starting today, we are issuing a series of 6 newsletters that will help you perform legal, thorough background checks on a job applicant. Each month we will help give you the information you need to protect against hiring incompetent or dangerous people who can destroy your workplace.

How can you make sure you are hiring the best people? By conducting a thorough background check and making sure that the results are accurate. We help the best employers in the U.S. do checks domestically and abroad, and know we can help you too.

Issue 1: The Basics: Terminology and why we sometimes ask you for so many details

Issue 2: Verifications: Educational and Employment

Issue 3: Criminal Records, obtaining and understanding

Issue 4: Other records? What else is available?

Issue 5: Facebook and other social networking sites.

Issue 6: Adverse Action: What do I do when this applicant does not meet my requirements?

[BREAKING NEWS: Justice Department Delays Rule Requiring Federal Contractors Use E-Verify](#)

WHY WE SOMETIMES ASK YOU FOR SO MANY DETAILS!

Providing a CRA agency like KlinkCheck with as much information as possible will help assure that a thorough check is completed. Here are some of the reasons why.



KLINKCHECK: Can you please forward us a copy of the applicant's consent form?

***REASON:** Consent Forms are usually necessary when making a record request from a former employer or Educational Institution. It is the policy of most employers and educational institutions today to require an applicant's consent before releasing information to a CRA.*

KLINKCHECK: Can you please supply us with the applicant's maiden name, date of graduation, and the date of birth?

***REASON:** Many educational institutions, including high schools and some colleges, maintain records based upon graduation year. Some records are filed only by the applicant's name at the time of graduation.*

Many court systems use the date of birth as the critical reference point when maintaining and releasing criminal records.

Asking the applicant to include their date of graduation or date of birth on a consent form is not going to subject an employer to a claim of age discrimination if proper procedures are followed. Once the job offer is made contingent on passing the background check, the FCRA and other relevant employment laws permit employers and background check firms like ours to gather relevant information.

KLINKCHECK: Please provide correct spelling; or we can not read the applicant's name and/or other relevant information.

***REASON:** There are billions of public records available for review. Even one wrong letter in a name can make a huge difference when matching the right records with the correct person. You speed the process along when you have the right spelling and when you include the middle initial or name.*

KLINKCHECK: Please provide the correct and complete social security number.

***REASON:** Like the correct spelling of a name, just one wrong digit can make a huge difference. There are millions of social security numbers found on billions of records.*

KLINKCHECK: Please provide complete address including street, city, state, and zip.

***REASON:** By providing us with a complete address we can base our research on the correct county and verify the address provided.*

Correct addresses and/or locations are also necessary when trying to verify education or employment. Example: There is probably a "George Washington High School" in most U.S. cities!

TERMINOLOGY

The following are common terms you should know:



Fair Credit Reporting Act (FCRA) - Established in 1970 this is the set of federal regulations administered by the Federal Trade Commission (FTC) that governs consumer reporting agencies (CRAs) like KlinkCheck. States may also have laws which are typically more restrictive than the FCRA. For a copy of the statutes please visit <http://www.ftc.gov/os/statutes/031224fcra.pdf>

Consumer Reporting Agency (CRA) - As defined in the Fair Credit Reporting Act (FCRA) background screening companies are defined as Consumer Reporting Agencies.

Electronic Signatures - Rather than signing a name with pen or pencil or a "WET" signature, an electronic signature is completely electronic.

Third-Party Source - Generally for-profit organizations used on a contract basis by institutions and/or employers to handle verifications. These third parties gather and maintain information from the institutions and employers they represent.

KlinkCheck background services NEWS

Justice Department Delays Rule Requiring Federal Contractors Use E-Verify

SHRM UPDATE 1/9/2009

The Department of Justice (DOJ) has delayed the effective date for regulations that would require federal contractors and subcontractors to use E-Verify, the electronic employment verification system operated by the U.S. Citizenship and Immigration Services. After several business groups, including the Society for Human Resource Management (SHRM) and the U.S. Chamber of Commerce, mounted a legal challenge to the rules, DOJ officials agreed to reschedule the effective date from Jan. 15, 2009, to Feb. 20, 2009.

The lawsuit filed by the business groups seeks a summary judgment to rescind the rule, which would enforce an executive order issued by President Bush in June 2008. Read the full article at www.shrm.org.

Upcoming HR Speaking Engagements



January 15, 2009 - Mt. Olive, NJ - Dave Nolan is a featured speaker at [Sussex-Warren HRMA](#). The topic, "Preventing and Investigating Employee Misconduct".

February 17, 2009 - Ocala, FL - Jeffrey Klink,

CEO and Jane Yanosick are featured speakers at [Ocala Human Resource Management Association](#). The topic, "Preventing and Investigating Employee Misconduct".

Are you planning a meeting and need a speaker? Please contact Jane Yanosick at (412) 201-9123 for these and other topics the professionals at KlinkCheck and Klink & Co., Inc can speak on.

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Society of Human Resources www.shrm.org

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