



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



4 in a series
of 5

KlinkCheck background service

The ease of KlinkCheck™ with the Expertise of Klink & Co., Inc.

BEST PRACTICES SERIES

Guidelines for a successful background check

Dear Jane,

ISSUE 4: Other Records? What else is available?

We have already covered what a background check report typically includes, employment and education verification, and the complexity of criminal record searches. Yet there are other searches that can also protect your organization from hiring the wrong employees.

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

Also in this issue:

- [E-Verify Delayed for Fourth Time](#)
- [KlinkCheck Speaking Engagements](#)
- [Previous Issues of "Best Practices Series"](#)

OTHER RECORDS? ADDITIONAL RESOURCES

Actual Case Study: "The Manager Trainee Who was a Fraud"

A publicly-traded company contacted Klink & Co., Inc. with concerns regarding their Chief Operating Officer "COO", who had been on the job about one year. The COO, who was making \$1 million+ a year had been hired through a well known executive search firm. The COO had an impeccable resume, and had supposedly undergone an intensive background check, but he was struggling with his job responsibilities to a point where it was causing severe damage to his employer. The board of the company contacted us and asked us what they could do about this COO.

Less than one hour after our investigation began, it was discovered that the COO was a fraud. Research conducted of media records revealed that the COO's only business experience was that he had recently completed a management trainee course before being hired by our client!

The last thing any employer wants to do is have a fraudster occupy such a high position within its organization. A brief media search would have protected this employer. Most white collar fraud matters never become criminal cases but often, media searches can uncover valuable data.

Alternative Resources:

Background checks should not always contain just the basics. (i.e. criminal, education, and employment research.) Other resources can help ensure that you are hiring the best person for the job. How important is it to hire the best people - people who will interact with your customers and be the face of your organization? When hiring executives and high profile employees, you might want to consider including the following searches in your background check programs.

Each of the alternative searches provided below are only valuable when the right data is matched with the correct applicant. Skilled researchers, like the professionals at KlinkCheck™, identify the correct records for the correct applicants. Please note that many Google and other web searches often yield incorrect data and should never substitute a full media search.

Media: Not a Google search. A proper media search involves research and analysis of local and national media including major U.S. newspapers, major U.S. magazines, trade publications, websites and newswires. This research is designed to confirm information on an applicant's resume or application, but it can also highlight any concerns of unethical conduct or shed light on

issues that never reached the courts.

Conflicts of Interest through Corporate ownership records:

Employers can determine other business interests of the applicant or close relatives. This is a vital tool when evaluating those who can spend corporate dollars.

Litigation Records: You can identify fraud, and or other misconduct in lawsuits.

Bankruptcy and Credit Reports: Are your new employees going to have access to bank information? Do they have purchasing power, or large expense accounts? (Please note that all searches should be pertinent to the job that an applicant will be doing.)

Social Networking: Social networking is the new dimension of background checks, and websites such as Facebook, Twitter, Linked-in have become well known. We all hope that our current as well as new candidates have enough sense to avoid putting inappropriate content on such public sites. If you are considering using these sites as part of your background check programs you should consider the following:

- Are you 100% sure the content relates to your job applicant. How are you sure?
- What and who is the deciding factor of what is inappropriate content? Who is going to be your "hall monitor"?
- Users of these sites usually secure the content and only allow "friends" to view there full content, leaving you outside their world.
- Such sites are meant for social purposes. People are not always very protective of their user names and passwords. Many people have had their sites "broken into" and accessed by friends, family, and past acquaintances. Sometimes this results in putting damaging information about the user on the Internet which can go unnoticed and can spread like wildfire.
- If your organization decides to use these searches as part of your hiring decisions; these sites should NOT be viewed before a signed consent form has been completed by the applicant.

Other data points: As mentioned in previous articles other data points such as sex offender registries, liens, judgments, UCC filings, professional license verifications, and data from the Patriot Act Database can all be used to develop a complete picture of your applicant.

For further understanding of alternative searches or to hire KlinkCheck™ background services please contact Jane Yanosick at (800) 836-8916 or visit www.klinkcheck.com.

KlinkCheck background services NEWS and ALERTS



Federal Contractor rule delayed until September 8, 2009

For a fourth time this year, the effective date of the [E-Verify](#) requirement for federal government contractors is expected to be delayed, this time from June 30, 2009 until September 8, 2009. The delay gives the Obama administration additional time to review the regulation, which was originally scheduled to be implemented on January 15, 2009 after the Department of Homeland Security (DHS) designated E-Verify as the employment eligibility verification system for federal contractors.

Recent HR Speaking Engagements



May 13, 2009 - Morris County, NJ - Dave Nolan and Jeffrey Klink were featured speakers at The Morris County SHRM. The topic, "Preventing and Investigating Employee Misconduct." Over 90 people were in attendance. For a copy of the presentation please visit the [Morris County SHRM website](#).

May 12, 2009 - Pittsburgh, PA - Jeffrey Klink was a featured speaker at the Pittsburgh Human Resource Association. The topic, "Pre-Employment Screening: Reducing Risks through Better Practices."

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

Inquiries and contact information

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Phone: 1-412-201-9123

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