

AMERICANCHECKED

BACKGROUND SCREENING

CHECK UP 20

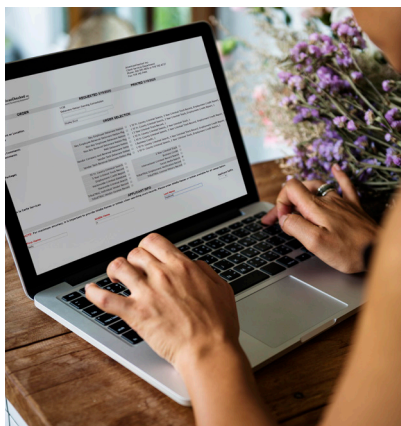
CHECKLIST



AmericanChecked INC.
Background Screening Solutions®



Taking Stock of Your Screening Program



Is Your Program Current?

Regulations surrounding the background screening industry are always evolving. This checklist will help you evaluate if your program is up-to-date.



Are You Running the Right Searches?

There is no single source or database that can provide you all information needed to make educated hiring decisions. If you're not receiving alias name searches with live verifications, you could be missing out on vital information.



Is Your Pricing Fair?

We encourage everyone to do an annual review of their screening invoices to ensure there's no additional fees. Sometimes, companies will provide lower pricing up front while adding in hidden fees on the back end. Another trick used is taking a standard search and breaking it up into multiple parts and charging separately for each piece.



TOP 10

CHECK UP | YOUR PROVIDER

1. Is your screening provider nationally accredited by the Professional Background Screening Association? For information on why accreditation is important, [read more here](#).
2. Has your current screening provider been in a lawsuit resulting from FCRA violations?
3. Does your screening provider follow strict procedures to ensure maximum possible accuracy of all reports?
4. Is the information your current provider is reporting verified as accurate and up-to-date?
5. Does your current provider ensure that all of its employees are [FCRA certified](#)?
6. Does your current provider offer ongoing education, webinars and resources, including updates on legislation and additional training?
7. Does your screening provider offer international background checks and can they describe their process to ensure the highest level of security and accuracy?
8. Does your current provider offer training and dedicated customer support?
9. Does your current background screening provider offshore its processes? If so, your company could be open to more data and privacy breaches that are beyond the reach of US privacy laws.
10. If there is a delay on a report, does your current provider offer detailed explanations and an updated timeframe?



TOP 10

CHECK UP | YOUR PROGRAM

1. Are you rechecking current employees after hire on a regular basis? [Click here for more information about why annual rechecks are a good idea.](#)
2. Have you salted your current provider against another to ensure you're receiving accurate and comprehensive reports?
3. Have you recently checked an invoice for additional fees? While the upfront costs may seem less, sometimes companies will add fees on the back end of which clients may not be aware.
4. Are you ordering a nationwide database search only? If so, you could be relying on incomplete data, and missing out on vital information that can only be found at the local state and/or county level.
5. Are you following pre-adverse and post-adverse action procedures diligently documenting the process?
6. Does your program search for both felonies and misdemeanors when available?
7. When there is a criminal "hit" is there a follow-up live verification search at the courthouse level?
8. Are mandated state, court and jurisdiction fees being marked up? Mandated fees are the same for every CRA and should be pass-through fees only. For a copy of the latest fees, contact us at info@americanchecked.com.
9. What is the average turnaround time background checks? Does your current provider supply quarterly or annual dashboard reports regarding your account?
10. Has your program been reviewed by an FCRA-certified specialist in the past 2 years to ensure you are receiving the right reports? New products and services are entering the market all the time that may provide a better search for a better value.



AmericanChecked INC.

Background Screening Solutions[®]

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Thinking about selecting a new background screening partner but don't know where to start?

[Download our free RFP template.](#)

