

Check List for Careful Hiring

Disclaimer: The following is offered as suggestions only. Nothing here is required and nothing here is offered or intended as legal advice. Consult qualified legal counsel on matters pertaining to employment practices and labor law.

- **Notification of Background Checking Policy**
It never hurts to notify applicants during the initial job announcement or recruitment process, the company will perform background verifications and/or drug testing (as applicable). This sets the framework for expectations and should encourage liars, frauds and others with bad intent, to apply elsewhere. Develop language in your employment application documents, that false or misleading statements on applications or during interviews, can result in withdraw of job offers, removal from eligibility or further consideration.

- **Well Defined and Documented Job Descriptions:**
This benefits both employers and job applicants. Gives the applicant an up front, detailed description of the duties, responsibilities, knowledge base, credentials and skills that are needed to best serve the position. Making the employer's needs clear and concise will tend to discourage unqualified individuals from applying and set the appropriate level of expectations for all concerned.

- **APPLICATION FORM:**
The importance of a legally compliant and thorough application form cannot be over-stated. Use a comprehensive application form that is designed for specificity. Ask about information pertaining to criminal convictions (**in a manner and in the full context as may be allowed by your applicable state law.**) For example: If your state law allows you to ask applicants: "Have you ever been convicted of a crime?" Ask in exactly that manner. Do not accept incomplete or illegible applications. All requested information should be addressed. Non-applicable information should be indicated with N/A. Employment history should include former employer/supervisor contact information, dates of employment, position held and duties – and all gaps in employment history should be explained. "See Resume Attached" should not be accepted in lieu of a completed application. It could be said that an applicant's willingness to submit a complete, accurate and legible application is the first predictor of an individual's follow-through, performance and interest in the position. Most stock, "store-bought" application forms are less than ideal for their intended purpose.

INTERVIEW:

Ask applicants to explain all significant periods of unemployment and make a notation of their response. Ask applicants to take a few minutes and tell you about themselves. Anything that they think would be relevant to a prospective employer. Let them talk. Take notes. If feasible, call the top 2-3 candidates back for a second interview. Ask them some of the same questions asked on the application and in the initial interview and compare with your notes.

Example: The applicant writes on his application that his typing speed is 60 WPM. During the second interview (several days later), the same applicant verbally tells you that his typing speed is about 35 WPM. Or he first tells you that his minor was computer science, but in the second interview, he says his minor was English.

You're looking for consistency in their statements. Another example: During the first interview, the applicant states that the long period of unemployment was due to a family crisis that she needed to attend to. During the second interview, when re-visiting the unemployment issue, she tells you that she was laid-off due to company down-sizing. A few careful minutes up front can save you untold wasted time and frustration in the long run.

Confirm Applicant's Social Security Number with Social Security Administration

A free service available only to employers. Call **1-800-772-1213**, and have your Taxpayers Identification Number ready. They will confirm the validity of a given SSN and confirm the name of the person that number was issued to.

Perform Due Diligence

Do background checks. Visit www.employersinfosource.com or call: **1-800-FOR-CHECK** (367-2432) Employer's InfoSource offers a wide range of services that will help you make the best, most informed hiring decisions. Have a consistent and automatic background verification procedure in place.