EDIFY
BACKGROUND SCREENING

EMPLOYMENT BACKGROUND SCREENING CHECKLIST

Must-Have Tools for Your Background Check Toolbox

1. Social Security Number (SSN) Trace and Address History

Why: This is the foundation of any background check. The SSN trace identifies where the applicant has lived and worked, along with any known aliases (AKAs). This helps in ensuring that you are screening the correct individual and all relevant jurisdictions for criminal records.

✓ **Tool: SSN Trace and Address History**

2. Comprehensive Criminal Database Search (Nationwide)

Why: Although not all-encompassing, this search casts a wide net, identifying potential red flags from various jurisdictions across the country. It acts as a pointer to indicate which local counties need further investigation.

✓ **Tool: Nationwide Criminal Search with AKAs**

3. County Criminal Searches

Why: Most criminal records are kept at the county level. A thorough check of where the applicant has lived in the past 7–10 years ensures that you catch potential criminal convictions not captured by national databases.

✓ **Tool: County Criminal Search**

4. Federal Criminal Search

Why: Federal crimes like fraud, embezzlement, or crimes crossing state lines may not appear in county searches. A federal search ensures that no such convictions are missed.

✓ **Tool: Federal Criminal Search**

5. Sex Offender Registry Check

Why: It is crucial to identify individuals who have been convicted of sex crimes, particularly for roles that involve vulnerable populations.

✓ **Tool: Multi-State Sex Offender Registry Search**

6. Security Watch Lists

Why: This identifies individuals on national and international watch lists (e.g., FBI's Most Wanted, ATF, DHS, OFAC lists), ensuring that you're not hiring someone with a history of serious offenses, debarments, or on a Federal watchlist.

✓ **Tool: Security Watch List Search**

Additional Tools for Certain Roles and Responsibilities

1. Credit Check

Why: A credit report can give insights into an applicant's financial stability, which may be relevant for certain roles.

Recommended for: Positions involving finances, such as accounts payable, accounts receivable, accounting, or handling company funds.

✓ **Tool: Peer Employment Credit Report**

2. Motor Vehicle Records (MVR) Check

Why: Ensures the applicant has a valid driver's license and no serious driving offenses.

Recommended for: Positions that involve driving, such as delivery drivers, truck drivers, or roles involving company vehicles.

✓ **Tool: MVR Check**

3. Employment and Education Verifications

Why: Confirms the accuracy of the information provided by the candidate.

Recommended for: Any role where verifying past job experience or educational background is essential to the position.

✓ **Tool: Employment and Education Verifications**

4. Drug Testing

Why: Drug testing helps ensure a safe, drug-free environment for employees, particularly in roles involving heavy machinery or public safety.

Recommended for: Safety-sensitive positions or industries requiring drug-free workplace policies.

✓ **Tool: 5-Panel eCup or 10-Panel Drug Tests**

5. Social Media Background Check

Why: A social media check can uncover inappropriate behavior, intolerance, or violence that could negatively impact the company's reputation.

Recommended for: High-visibility positions, executive roles, or roles related to public relations.

✓ **Tool: Social Media Search Pro**

Sample Packages Based on Roles & Responsibilities

Package 1: Basic Employment Screening Package

This package is ideal for entry-level positions or businesses seeking essential background checks.

- ☐ **Social Security Number (SSN) Trace and Address History**
- ☐ **Sex Offender Registry Check**
- ☐ **Security Watch List Search**
- ☐ **Nationwide Criminal Database Search**

Package 2: Standard Employment Screening Package

For mid-level positions that require a more thorough review of the applicant's history.

- ☐ **Social Security Number (SSN) Trace and Address History**
- ☐ **Sex Offender Registry Check**
- ☐ **Security Watch List Search**
- ☐ **Nationwide Criminal Database Search w/ AKAs**
- ☐ **County Criminal Search**
- ☐ **Federal District Criminal Search**

Package 3: Management Employment Screening Package

For mid-level positions that require a more thorough review of the applicant's history.

- ☐ **Social Security Number (SSN) Trace and Address History**
- ☐ **Sex Offender Registry Check**
- ☐ **Security Watch List Search**
- ☐ **Nationwide Criminal Database Search w/ AKAs**
- ☐ **7-Year County Criminal Search and/or Statewide Criminal Search**
- ☐ **Federal Statewide Criminal Search**
- ☐ **Employment Verification**

Package 4: Professional Employment Screening Package

For mid-level positions that require a more thorough review of the applicant's history.

- ☐ **Social Security Number (SSN) Trace and Address History**
- ☐ **Sex Offender Registry Check**
- ☐ **Security Watch List Search**
- ☐ **Nationwide Criminal Database Search w/ AKAs**
- ☐ **7-Year County Criminal Search and/or Statewide Criminal Search**
- ☐ **Statewide Federal Criminal Search**
- ☐ **Employment Verification**
- ☐ **Education Verification**
- ☐ **Professional License and Credential Verification**
- ☐ **Credit Check (Peer Employment Report)**

*Add MVRs and/or Drug Screening to any of the above based on risk profile of position.