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The Ins and Outs of Conducting Background Checks

Have you considered conducting background checks as part of your hiring process? If you're wondering whether you should, here's a few items to think about and steps to follow:

- **Identify the business reason for conducting pre-employment background checks**
- **Educate yourself on federal and state laws pertaining to background checks**
- **Make the employment offer contingent on passing the background check**
- **Obtain consent from the job candidate**
 - **Decide whether the results would preclude employment**
- **Proceed with the hire or rescind the job offer**
 - **Preserve the report**

