



## **Tips for Better a Background Check**

**Order a Social Security Number Trace.** This investigation starting point serves as the foundation of a thorough background check. By authenticating the applicant's Social Security Number has proven to significantly increase "hit" or record ratios by revealing all previous addresses and aliases perhaps intentionally undisclosed by applicants. County Criminal Records and Driving Records can then be conducted in the proper locations.

**Get Complete Information From Your Applicant.** The quality of a background check will be based in part on the information provided by the applicant. If required information is left out, turnaround time can be adversely affected and the report may not be completed.

**Cross Reference Background Check Results.** Compare the background report with the information provided on the candidate's application with the search results. If there are inconsistencies, ask the applicant for an explanation.

**Credit Checks for Employment.** Credit History Reports for employment purposes are different than those obtained for credit-granting purposes. The reports for employers have the individual account numbers screened out or altered (a fraction of it may appear or be substituted) and do not include a credit score. Using a standard credit report for employment purposes is a violation of the FCRA.

**1. Obtain Birth Dates without Violating the Law.** As a potential employer, you can't ask a candidate's date of birth - but you need a date of birth to run a Criminal History Search. One option is to extend the job offer before the employee background check is ordered, with the offer being contingent on the results of the report. A second option is to have the applicant complete the application utilizing our web based applicant tracking system, HireClear which masks the date of birth on the final screening report delivered to you.

**2. Get Names of Supervisor and Co-Workers.** Human Resource departments will frequently give out only the most basic of information - start and termination dates, title, etc. If you can get the name of a supervisor or a few co-workers, they are frequently less restrictive in the information they divulge.

**3. Run a National Criminal Search.** We recommend a National Criminal Search as a cost-effective complementary search; for the most thorough searches, we recommend a Social Security Trace, National Criminal and County Criminal Records Search.