**Video Title:** How to Run an Employee Background Check

**Video URL:** <https://www.youtube.com/watch?v=dRdHTLehZPU>

**Run Time:** 4:31

**Source:** Cirrus Payroll/YouTube

**Close Caption Available:** Yes

Background checks, or investigations, are covered on pages 146-147 of the textbook. The presenter is from Cirrus Payroll, a company that performs background checks of job candidates for employers. Background checks can be a useful tool for employers during the hiring process. However, there are some rules that you need to follow. The video presents an overview of the employer's responsibilities when it comes to running background checks and what to do with the information that you obtain. Background checks are a common practice and include the investigation of a possible criminal background.

The presenter urges using a third party to conduct the investigation, probably because it makes the background check more objective. The background investigation must meet the standards required by the Fair Credit Reporting Act. Written permission from the candidate must be obtained before hiring a third party to conduct the investigation. The information used to quality or disqualify the candidate must be job relevant, such as a credit report for an employee who will handle money. Another example would be to use a candidate’s driving record only for a potential employee for whom driving is part of the job description.

The same background investigation must be carried out for all candidates for the same position, particularly not just for candidates from a protected class. In this way, the investigation conforms to equal employment opportunity. Before taking adverse action (rejecting) against a candidate, the person must be informed of the reason for the rejection. The employee should be given the opportunity to dispute negative information in the background report.

*Questions for Thought and Discussion*

1. Why should employers bother running background investigations?

2. What about an employer using a credit check just to provide clues about the candidate’s reliability and responsibility?

3. Create an example of how an item that showed up in the background investigation might be inaccurate or false.

4. Suppose the HR selection specialist or hiring manager finds out a negative factor about a

candidate from the background investigation, such as having several DUI convictions. Yet neither the hiring manager nor the HR specialist wants to bother informing the candidate that he is being rejected because of the DUI convictions. What would the manager and the HR specialist most likely do in this case?

5. Knowing that someday, some employer will have your background investigated by a third party, what proactive steps can you take for the background check to be favorable?