



Background Verification Compliance Checklist (HR)

 Show only Checklist

Display Style
Default 

Pre-Offer Screening

Ensuring compliance with legal requirements and best practices before extending a job offer.

State Background Check Authorization Received?

- Yes
- No
- Pending

Date Authorization Received

Enter date...



Number of Candidates Awaiting Background Check

Enter a number...

Notes on Candidate Authorization Status (if applicable)

Write something...

Background Check Vendor Selected?

Yes

No

Date Background Check Initiated (if applicable)

Enter date...

Consent and Disclosure

Obtaining necessary consent and providing clear disclosures to candidates.

Summary of Background Check Scope

Write something...

Authorization for Background Check

- I authorize the background check
- I do not authorize the background check

Candidate Signature

Write something...

Date of Authorization

Enter date...

Candidate Acknowledgement of Rights Under FCRA (if applicable)

Write something...

Confirmation of understanding about the nature of information being obtained

- Yes, I understand
- No, I do not understand

FCRA Compliance

Adhering to the Fair Credit Reporting Act guidelines for background checks.

Does your background check vendor provide a clear and conspicuous disclosure?

- Yes
- No
- N/A

Does your background check vendor obtain written authorization from the candidate?

- Yes
- No
- N/A

What is the cost of the background check (per report)?

Date of last FCRA compliance review.

Briefly describe your process for ensuring vendor compliance with FCRA.

Write something...

Do you provide candidates with a copy of the 'Summary of Your Rights Under the FCRA'?

Yes

No

N/A

State and Local Laws

Complying with specific background check regulations in relevant jurisdictions (e.g., Ban the Box, credit report restrictions).

Ban the Box Laws Apply?

Yes

No

Not Applicable

Credit Report Restrictions?

- Yes - Significant Restrictions
- Yes - Moderate Restrictions
- No Restrictions
- Not Applicable

List of States with Specific Requirements:

Write something...

Summary of Local Ordinances (City/County)

Write something...

Date of Last Legal Review (Local Laws)

Enter date...

Salary History Inquiry Restrictions?

- Yes - Prohibited
- Yes - Allowed with Consent
- No Restriction

Criminal Record Review

Establishing clear and legally defensible criteria for evaluating criminal history.

Review Criteria Alignment

- Consistent with EEOC Guidance
- Job-Related and Business Necessity
- State/Local Law Specific

Years Considered in Criminal History

Enter a number...

Types of Offenses Disqualified

- Violent Crimes
- Theft/Fraud
- Financial Crimes
- Drug-Related Offenses

Explanation of Disqualification

Write something...

Date of Offense

Enter date...

Disqualification Review Required?

Yes

No

Verification of Credentials

Validating education, certifications, licenses, and professional references.

Verification Method

Direct Verification with Institution

Third-Party Verification Service

Review of Transcripts/Diplomas

Institution Name

Write something...

Degree/Certification Name

Write something...

Date of Completion/Award

Enter date...

Major GPA (if applicable)

Enter a number...

Notes on Verification (e.g., discrepancies, follow-up actions)

Write something...

Verification Status

- Pending
- Verified
- Unverified
- Follow Up Required

Motor Vehicle Record Checks

Ensuring compliance with applicable laws and company policies related to driving records.

State(s) where driving record checks are required

- All States
- Specific States (Enter in Long Text)

List of Specific States (if 'Specific States' selected above)

Write something...

Years of Driving Record History Checked

Enter a number...

Type of MVR Report Obtained

- Standard MVR
- Certified MVR
- Other (Specify in Long Text)

Specify Other MVR Report Type (if 'Other' selected)

Write something...

Date MVR Check Completed

Enter date...

Upload MVR Report

 Upload File

Drug Testing (if applicable)

Adhering to legal requirements and company policies for drug screening procedures.

Testing Method

- Urine
- Hair
- Saliva
- Blood

Cut-off Threshold (ng/mL)

Enter a number...

Substance Categories Tested

- Opioids
- Stimulants
- Cannabinoids
- Depressants
- Synthetic Drugs

Last Policy Review Date

Enter date...

Employee Acknowledgement (Optional)

Write something...

Chain of Custody Protocol

- Standard Protocol
- Modified Protocol (Specify in Long Text)

Record Retention and Disposal

Maintaining accurate records and disposing of them in accordance with legal guidelines.

Record Retention Start Date

Enter date...

Retention Period (Years)

Enter a number...

Record Storage Method

- Physical Files
- Digital Storage
- Third-Party Vendor

Record Disposal Method Description

Write something...

Last Record Disposal Date

Enter date...

Record Disposal Authorization

Ongoing Monitoring and Updates

Regularly reviewing and updating background verification processes to reflect changes in laws and best practices.

Last Process Review Date

Enter date...

Legal Counsel Consultation?

Yes

No

Number of Process Changes Made This Year

Enter a number...

Date of Next Scheduled Review

Enter date...

Summary of Key Updates and Reasoning

Write something...

State/Local Law Updates?

Yes

No