



SCREENING SOLUTIONS

a newsletter for the clients of Corporate Screening

SUMMER 2013

RESEARCH | COMPILE | ANALYZE | VERIFY

Feature Story

Background Checks on Contract Employees



It's no secret - the use of contract employees has been on the increase in recent years. Employers in many industries rely on contractors to get the job done. But is it clear what screening criteria the contracting organization uses for its employees - if any? There may be a screening process in place, but these may vary in both quality and frequency.

As an employer, what should you do to protect your organization, your employees and mitigate the risk involved in using contract workers? First, develop a background check process that applies to all employees. Make sure that the policy meets your organization's needs, as well as any federal, state, local or industry requirements. Corporate Screening's knowledgeable representatives will be happy to assist you in evaluating your current policies and developing a program that meets your needs.



Once your policy is in place, consistency is the key. Make sure it applies to both your employees and the contract workers who your organization uses. Employers should require third party organizations to do the same background checks as is done at their company. Employing improperly screened contract workers can result in not just damage to your organization's

reputation, but also in fines and possibly lawsuits. A recent example is the EEOC's lawsuit against BMW (for more detail about this, read our blog at <http://www.corporatescreening.com/blog/?p=610>).

When working with vendors that provide contracted workers, find out how they perform their background checks - which background screening company (if any) do they use? What does their background check cover? Then provide them with your organization's background screening requirements and procedures. Specify all requirements, for example the types of criminal records searches, driver's licenses, employment and references. Don't hesitate to list the same procedures that you use to screen your employees. To ensure that background checks are consistent for all employees, internal or contract, you may want to have the company use the same screening company you use.

Finally, double check the background screening results done by the vendor organization. Is everyone being screened? Are the background checks meeting your organization's standards? Is it compliant with all laws and regulations? A thorough background screening program protects your organization. Make sure everyone working at your company meets your high standards.

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Compliance Corner

By Kevin Neudecker, Quality and Compliance Manager

Transparency in the Background Screening Process



To many applicants, background screening is a mystery. Misconceptions amongst job applicants as to what a background consists of run the gamut from the apocryphal “permanent record” to the idea that background checks of any kind are illegal. The reality is that, if conducted properly, the background screening process is a transparent exercise. Following the proper procedures can help reduce or eliminate the uncertainty and anxiety that many applicants (even those with nothing to hide) experience when they are the subject of a background investigation, making one of the first interactions applicants have with an employer a pleasant one.

Pre-employment background screening is not a clandestine endeavor. Laws, most notably the Fair Credit Reporting Act (FCRA), are in place to ensure the process is transparent. First, an employer must disclose to an applicant that a background check (consumer report) will be conducted. § 604(2) of the FCRA requires an employer to disclose to an applicant that a consumer report will be conducted for employment purposes in a disclosure that is “clear and conspicuous” in a document that “consists solely of the disclosure.” The disclosure should also include the name and contact information for the background screening company (Consumer Reporting Agency, aka CRA) completing the report. Thus, before a report is requested the applicant is made aware that a report will be requested and the company completing the report.

Once a report is completed there is one of two outcomes. Either the applicant is offered/confirmed for a position or the applicant is denied

employment or a conditional offer of employment is rescinded. § 604(3)(B) of the FCRA requires the employer to notify the applicant of the potentially adverse decision based in whole or in part on the report and provide the applicant with the contact information for the CRA. This is known as “pre-adverse action,” as employers are required to allow applicants the opportunity to dispute the results of the report with the CRA. If a consumer exercises this right, Corporate Screening will notify the employer. Corporate Screening has 30 days to complete a reinvestigation of the disputed information (generally it takes much less than 30 days) and will notify the employer of the results of the reinvestigation. If the employer moves forward with the adverse decision, the applicant is then notified of the final decision of the employer. This is known as the “adverse action” notice.

Regardless of the outcome of the report, applicants have a right to receive a copy of the report and their entire file that is maintained by the CRA. Applicants may request this at any time. The copy provided to an applicant is identical to the report supplied to the employer.

Following the proper procedures ensures that an applicant is aware when a background investigation is conducted, who completed the investigation, the results of the investigation as it relates to their employment and that they can obtain a copy of the report itself. These procedures are not simply a courtesy, but they are required by law. Corporate Screening can assist your organization in creating policies and procedures that meet these requirements. Please contact your account representative for more information.

Industry News

Background Screening in the News



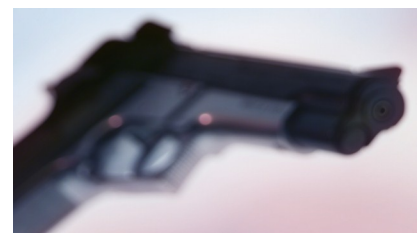
Background Screening in the News is a section devoted to newsworthy events related to background screening. We'll briefly summarize a few of the newsworthy topics in the industry so that you know what's trending in the background screening industry.

NSA Background Checks – Eric Snowden

News about Eric Snowden's whereabouts has been in the news for quite a while. One hot topic is his background check. The company that handles nearly three quarters of the government's background checks, US Investigations Services (USIS), is currently being investigated for possible violations involving its oversight of background checks.

Gun Sales and Universal Background Screening Part II

In the Spring 2013 issue of Screening Solutions, we highlighted the topic of expanded background screening on gun sales. Despite the defeat of the measure in the Senate, this topic continues to be newsworthy. Some parents of Newtown, CT victims are speaking out and calling for expanded background checks. Along those lines, former Rep. Gabrielle Giffords, an advocate of tighter background checks when guns are purchased, went on a seven state tour encouraging gun safety and increased background checks. As we reported earlier, this topic is likely to continue to be a focal point for a while.



CS News

CS Partners with Oracle Taleo: Integrated Background Screening Solution

We are pleased to announce that Corporate Screening has achieved Oracle Validated Integration of our background screening solution with

“This integration symbolizes our commitment to working with exceptional partners...” Greg Dubecky, President

Oracle Taleo Cloud Service. The offering is unique, as it integrates the background screening process later in the onboarding process, thus addressing EEOC guidelines on criminal backgrounds.

Client Alert

Paperless Billing: Where the Future (and CS) is Headed

Many Corporate Screening clients already enjoy the convenience of paperless billing, and now we are moving to a paperless billing system. Over the next couple of months, clients that receive paper bills will be asked to send us the name and email address of their primary billing contact so that we can update our records and proceed with this change. If you know your company is currently receiving a paper bill, we encourage you to contact our client services team with the name and email address of your primary billing contact person. Call us at 800-229-8606 or email CustomerService@CorporateScreening.com.

Corporate Screening President Greg Dubecky is excited about the partnership and product and thinks customers will be very pleased with it. “As Corporate Screening clients already know, Corporate Screening prides itself on assessing each organization’s unique background screening needs and customizing a program that meets their unique needs. A key attribute of this integration is that its configuration is customizable, taking organization preferences into account.”

Some exciting features include automatically initiated background checks, options to directly contact candidates to obtain information, and effortless tracking of case progression.

“This integration symbolizes our commitment to working with exceptional partners to provide quality background screening solutions for our customers,” adds Dubecky. “As clients have come to expect from CS, it will save time and money, as well as speed up hiring.”

CS News

Welcome New Customers

Corporate Screening would like to greet all of our new customers who have recently come onboard! We’d like to extend a warm welcome to:

- ◇ Modesto Junior College
- ◇ Vitamix
- ◇ Hartnell College
- ◇ The Academy of Motion Pictures
- ◇ Moore Medical Group
- ◇ Prairie State College
- ◇ Ayasdi
- ◇ Safran Power USA
- ◇ Indiana University Purdue University—Fort Wayne
- ◇ PLS Logistics
- ◇ Independent Living Systems
- ◇ CWRU School of Dental Medicine
- ◇ Aultman Health Foundation

CS News

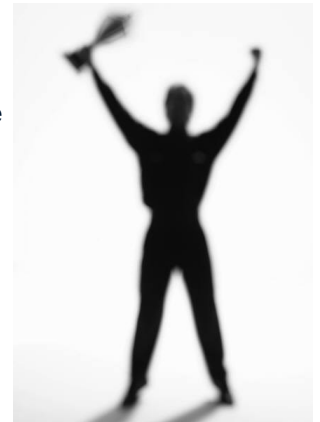
CS Receives 5th Consecutive Leading EDGE Award

In May, Corporate Screening was recognized for the fifth straight year as a Leading EDGE Award winner. The award recognizes

value-creating mid-sized organizations in the northeast Ohio region. Companies were identified by the value they create in our regional economy, based on a

sum of their EBIT (earnings before interest and taxes) and total taxable compensation for all Northeast Ohio-based employees.

We are honored that the Entrepreneurs EDGE has selected us for this award so many years in a row.



VerifyStudents Corner: Student Background News and Information

VerifyStudents Feature Article

Common Questions and Answers: Student Background Checks

Sometimes students are confused about why they need a background check before they do clinical work. We would like to share some common questions and answers. Allied Health Program administrators, please feel free to share this information with your students.

Q: Why does the school require a background check?

A: Hospitals and clinical sites that require their staff to undergo background screening require this. Specifically, in 2004, the Joint Commission (then JAHCO) passed a standard that requires staff, students and volunteers who work in the same capacity as staff who provide care, treatment and services obtain criminal background checks when required by law and regulation and organization policy.

Q. What exactly makes up a student background check?

A. This question is a little tricky, since different sites have different background check standards. Let's start from the beginning with what a student background check is. It's also known as a background investigation,

and is the process of looking up and compiling the criminal records and commercial records pertaining to someone. What is included in a background check for students in Allied Health programs depends on the infor-



mation and needs of the clinical site. As stated earlier, this varies by site.

Q. Why does my school require me to undergo drug screening as part of my background check?

A. In addition to the background investigation, your school may require additional things from you. Most common are a drug screening test and documentation of your immunizations.

Q. Does anyone regulate the use of the information collected about me?

A. Since the information collected is of a sensitive nature, there are a number of laws that regulate what can be reported, the legal use and distribution of the information. The Fair Credit Reporting Act (FCRA) is a key piece of regulating legislation, and it provides rules and procedures regarding the use of consumer reports (background checks), adverse decisions, notification to applicants, and destruction and safekeeping of records. There are also various state laws and other standards

Q How long does it take to process the background check?

A. How long a background check takes can vary. A student background check through VerifyStudents may be completed in as little as three or fewer business days. However, not all background checks are completed that quickly. Reasons include needing extra time to obtaining court records, or a clinical site requires information that takes additional time to verify.

VerifyStudents Article

Student Drug Tests

Potential liability is one of the reasons that drug testing has become important in the background check process for many hospitals and clinical sites. It's done to protect patients, reduce on-site drug theft occurrences, and diminish the chance of abusing prescription drugs.

Administering student drug screening processes can be a time-consuming process for Allied Health Program staff. Things that staff must handle regularly include paper chain of custody documents, outdated collection sites and issues arising from payment

problems.

That's why VerifyStudents offers an easier way to handle the student drug screening process. Our paperless drug screening offers time-saving features that lessen the administrative burden. These include the self-schedule online option, which lets students locate and schedule their drug tests at nearby approved collection sites, as well as online payment done during the background process, since students pay for their drug testing directly through VerifyStudents.

Additional features of the product include school set "expiration dates" that require drug tests to be performed within a specified period of time from the date the student registers for the test. This helps further the integrity of the testing process. And best of all, the results of the drug screen tests are integrated with the background screening report and are available online.

To find out more about paperless drug screening, contact us at 888-464-0621 or email Sales@CorporateScreening.com.



16530 Commerce Court | Cleveland, OH 44130-6305 | P: 800-229-8606 | F: 440-243-4204

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