



FALL 2013

RESEARCH | COMPILE | ANALYZE | VERIFY

Compliance Corner

By Kevin Neudecker, Quality and Compliance Manager

Is This Background Still Good?



If background reports were a food, they would not be a Twinkie. A more apt comparison would be a bottle of milk. In other words, backgrounds should be viewed as perishable items. One could argue that a background expires as soon as it's complete; after all, based on FBI statistics, an average of almost 34,000 individuals are arrested on a daily basis in the United States.

Obviously, it is not practical to make hiring decisions the moment a background is complete; so, in practical terms, when should a background report be used in good faith to make a hiring decision? While there is not a specific standard, a general consensus among industry and legal experts is that background reports should be used for hiring decisions within 30 days of completion. There are many circumstances which may lead to a delay between a completed background report and a hiring decision and as an employer you need to be cognizant of how that gap may affect the accuracy of a background report. The following scenarios demonstrate why, as an employer, you should exercise caution when making decisions on potentially outdated information:

◇ **The candidate may no longer meet your hiring criteria**

You completed a background report on an individual in February and due to unforeseen circumstances the individual was not brought on-board at that time. Perhaps the position was no longer available due to budget tightening.

Six months later the position is open again and the candidate still wants the position. Of course, a lot can happen in six months. In the interim the candidate was convicted of a crime which now disqualifies him/her from the position, or he/she has been added to an industry exclusion list. Now you have put yourself in the position of hiring an

individual that does not meet your company standards or does not meet the standards of state, federal or industry guidelines.

◇ **An adverse decision based on outdated information**

You are an employer that hires in batches and you hired 20 individuals contingent on the results of the backgrounds. In March you received the results of the backgrounds and one individual was disqualified due to a criminal record. The hiring class was delayed three months and in June you sent adverse action notices to the disqualified applicant based on the background completed in March; however, in April the candidate had the criminal record sealed and it would no longer appear on a background report. You have now made an adverse employment decision based on outdated information. While the obligation to provide the most up-to-date and accurate information falls on the background screening company, employers may be opening themselves up to risk if they did not allow for the opportunity to receive the most up-to-date information from the background screening company prior to making an adverse hiring decision.

All of this does not necessarily mean that you need to have the ENTIRETY of the background re-conducted. There may be information in the background that, reasonably, one would not expect to have changed, such as an education verification or a past employment verification. However, there may be

In this Issue:

- 1 **Compliance Corner**
Is This Background Still Good?
Feature Article
- 2 **Does the Price of a Background Affect its Quality?**
Industry News
- 2 **The Price Differential Between a Top Secret and Secret Security Clearance**
CS News
- 3 **Backup Generator Upgraded**
CS News
- 3 **CS Sponsors the HR Awards**
CS News
- 3 **CS Once Again on Hot List**
CS News
- 3 **Welcome New Customers**
Industry News
- 4 **Background Screening in the News**
Client Alert
- 4 **Have You Checked Out Our Blogs?**
CS News
- 4 **CS Clothing Drive**
Student Background News
- 5 **Schools Change Background Policies**
VerifyStudents News
- 5 **Did You See Us at NLN?**
VerifyStudents Product Spotlight
- 5 **ImmuniTrax™: Immunization Tracking**

CONTINUED ON PAGE 2

Feature Story

Does the Price of a Background Check Affect the Quality?



Is This Background Still Good?

(CONTINUED FROM PAGE 1)

A Google search on background checks brings back millions of results and advertisements. They range from instant background searches to companies that do employee background checks, and include those that advertise free searches.

These results leave people shaking their heads. Are free background checks really free? Is the information contained a free or less expensive report the same as what is in a more expensive background check? The short answer is that in general, you get what you pay for.

Those of you who Googled “free background checks” when you started reading this probably noticed there are a lot of websites out there that advertise free criminal background checks. What kind of information do those websites contain? Is the information trustworthy? Is it accurate? You don’t know, but those are the chances you take using free websites.

Accuracy and quality information are what you want when you’re doing a background search. Where do you go to get the information you’re looking for? Many people are not aware of this, but there is no single database that contains all criminal and public records.

For example, there are municipal courts, county courts, federal courts. You can do public record searches and criminal record searches. And since courts and sites do not generally share information, it is necessary to go to various sites to check records. Then, if a record is found (and depending on how common the name is, there could be many results), it’s vital to establish a positive identification and verify that the person is your prospective employee. Do you think a free background check company can or will do all of this?

Employers making hiring decisions should make them based on accurate information. To do so, it is worth it to spend money on your background checks and work with an accredited, reputable company. Choose a company that will work with you to select the products and services that will meet your organization’s background screening requirements, and will assist you in remaining compliant with federal, state, and local laws and any industry regulations.

So there’s the long and the short of it. We think you’ll agree – the price of a background check really *does* affect the quality.

elements that are important to update such as criminal record searches (especially searches in the current county of residence), driving record searches and various exclusion database searches (depending on your industry).

CS recommends you review your policy and procedure regarding an acceptable time frame between the completion of a background report and the hiring decision and make sure your policy and procedure includes the following considerations:



- ◇ A provision to make an employment decision within a certain amount of time after receiving a completed background report (no more than 30 days).
- ◇ If a decision is not made within that time frame, a process for identifying those applicants and a process for identifying the elements of the background that need to be re-conducted.

If you would like assistance in formalizing a protocol for your organization, please contact your account representative.

Industry News

The Price Differential Between a Top Secret and a Secret Security Clearance

In the aftermath of the Navy Yard shootings, an article in the [Washington Times](#) published on September 17, 2013 reported that the Government Accountability Office (GAO) notes it costs \$4000 for a top secret security clearance, but pays only \$260 for a secret clearance and that it can be issued within a week or a few months. That’s a cost difference of \$3,740 between the two. Why is there such a discrepancy between the prices of a secret clearance and a top secret one?

The stringency between the clearances is the main reason for this. [Top Secret](#) clearances require that agents contact previous employers, coworkers, neighbors and other people familiar with the person obtaining the clearance. It may also require investigations into spouses and immediate family members who aren’t U.S. citizens or natural U.S. citizens. Investigators also check public records, credit information, as well as civil and criminal litigation. This is in addition to the standard checks of employment, education, organizational affiliations and reference interviews. Obtaining a Top Secret clearance is generally a long process that can take as little as 3-6 months, but usually takes 6-18 months or even longer.

CS News

Corporate Screening Upgrades Our Backup Generator

We all know that unforeseen calamities and adversities can arise at any time. Catastrophic events can appear in a variety of forms, such as natural disasters (including weather-related ones such as flooding or tornados), or man-made disasters (such as chemical spills or construction-related power outages). That's why it's imperative that a company has a disaster plan, and that it regularly reviews and revises that plan.

Recently Corporate Screening reviewed and revised our company disaster plan. We searched for and implemented new and better ways to keep the organization up and running in the event of an emergency situation. One of the upgrades we made was to replace and upgrade our backup generator. The new natural gas backup generator that we installed will power our building in the event of a natural disaster or power outage and will help Corporate Screening stay up and running to better serve you, our clients.



CS News

Corporate Screening on Hot List - 4th Consecutive Time

We don't want to toot our own horn too much, but did you know that Corporate Screening was selected as one of the top companies in Workforce Management magazine's 2013 "Hot List" of Background Checking Providers? And our own company president, Greg Dubecky, was prominently featured in the accompanying article, Special Report, [A Check on Background Checks](#).

This marks the fourth consecutive time CS has been included on the list, which features the leading human resource providers, products and services that help keep businesses up to date, on track and focused on its people.

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:

- ◇ 29 Prime/ OC Listing, Inc.
- ◇ San Joaquin Valley College
- ◇ MC Sign Company
- ◇ Explorys, Inc.
- ◇ KForce Staffing (Tampa, FL)
- ◇ Ploutos, LLC
- ◇ Tarrant County College
- ◇ HROI Outsourcing
- ◇ Carrington College
- ◇ North Central Missouri College
- ◇ Youngstown State University – Bitonte College of Health and Human Services
- ◇ Recovery Resources
- ◇ First Call Staffing
- ◇ UC Davis

CS News

CS Sponsors The HR Awards



Corporate Screening is pleased to be a sponsor of the 2013 HR Awards, co-hosted by ERC and Cleveland SHRM. The HR Awards recognize Northeast Ohio human resource professionals who have demonstrated excellence in the field of human resource management. The award categories include Business Leadership, Compensation & Benefits, Diversity, Emerging Leader, Employee Relations, HR Partner, HR Student of the Year, HR Student Chapter Advisor of the Year, Organizational & Employee Development and Talent Management. Awards will be presented on November 7, 2013 at Executive Caterers at Landerhaven.

Congratulations to all award winners and finalists!

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.

Cetergy Settles with FTC

On August 15, 2013, the Federal Trade Commission (FTC) announced Cetergy Check Services, a check authorization and check cashing service company, had agreed to pay \$3.5 million to settle FTC charges that it violated the Fair Credit Reporting Act (FCRA). The complaint alleged that Cetergy did not follow proper dispute procedures and failed to follow reasonable procedures

to assure maximum possible accuracy of the information it provided to its merchant clients. In addition to the payment, Cetergy must make improvements in these areas.

Government to Review Security Clearance Procedures

When it became public that USIS (a background investigations company) had handled Eric Snowden's most recent background check, the company and the Office of Personnel Management (OPM) came under scrutiny from Congress and in the press. USIS was already being investigated by the OPM's Inspector General for unrelated reasons.



After the Navy Yard shooting, it was discovered that USIS had also checked the background of Aaron Alexis, the shooter, for OPM. These cases have led lawmakers to call for a review of how security clearances are issued.

Client Alert

Have You Checked Out Our Blogs?

Did you know that Corporate Screening has not just one but two blog pages? Perhaps you've seen our Corporate Screening blog, which is devoted to all things related to background screening. Recent topics have included information about background screening for small business, accreditation, legislation related to background screening and more. You can access the blog by visiting www.corporatescreening.com/blog or by visiting the Corporate Screening home page and selecting the "Blog" link at the top of the page.

If you're familiar with the Corporate Screening blog, that's great! But were you aware that our VerifyStudents website also hosts a blog? Topics in this blog are centered around student background screening and related issues, such as immunization tracking. You can preview the latest three blogs when you visit www.verifystudents.com, or click on the blog link located on the left menu bar to access all of the blog entries.

Each week we publish relevant new content in both blogs, so if you haven't already done so, we invite you to check out our blogs!

CS News

Corporate Screening Employees Donate to Clothing Drive

Each year, the Rotary Club in Strongsville, Ohio holds a clothing drive to collect clothing and warm items that are donated to homeless men, women and children in the Cleveland area. Once again, Corporate Screening (CS) employees joined in this endeavor and donated new and gently used clothing items, shoes and blankets. Our goal was to donate a thousand pounds of clothing and warm items – and we're pleased to announce that we surpassed that goal and reached 1058 pounds!

At the end of the drive, several employees charitably donated their time and energy to help the rotary club sort and pack all donations. We would like to extend a special thanks to those who took time out of their busy schedules to assist with this.

Congratulations everyone for a job well done. And thank you for your generous donations!



VerifyStudents Corner: Student Background News and Information

Student Background News Colleges Changing Background Check Policies

Recently there have been a number of articles in the news about colleges and universities changing their background screening policies. In August, the University of Minnesota expanded its background screening program so that volunteers and students working with minors would have to pass a background check. And Vanderbilt University hired a new director for protection of minors, who has begun implementing additional safeguards.

We would all agree that protecting our children and others on campus is of the utmost importance, and it's good to see that schools are taking steps in doing so. But it's also a wise idea for schools to examine their background screening programs and policies and make changes as laws and accepted practices change.

To read more about the changes some colleges and universities have implemented, visit the VerifyStudents blog at www.verifystudents.com/blog.

VerifyStudents News Did You See Us at NLN?

Our team attended the National League for Nursing (NLN) conference in Washington, DC in September and it was great to see so many familiar faces and meet new people. We think you'll agree that VerifyStudents by Corporate Screening is the industry-leading student background screening solution. But are you taking full advantage of all the student background products and services available through VerifyStudents?



VerifyStudents.com
by Corporate Screening

In addition to student background screening, we offer paperless drug testing, fingerprinting, and ImmuniTrax™, the most comprehensive immunization and health record tracking system available. Our products are designed to save you valuable administrative time, reduce your

costs and help you maintain compliance.

We invite you to learn more about the complete line of products and services offered through VerifyStudents.

**Contact us by phone at 888-464-0621
or email us at
Sales@CorporateScreening.com for
more information.**

VerifyStudents Product Spotlight

ImmuniTrax™: Student Immunization Tracking

Are you still tracking student immunizations manually using an Excel spreadsheet or Access database? How much time is your staff spending on tasks such as entering information and monitoring compliance? Manual methods are not only an administrative burden, but can become a compliance issue if vaccinations are out-of-date and students do not follow through with updating their immunizations.

ImmuniTrax™ can help your program by reducing staff workload and



ensuring compliance with clinical site immunization requirements. ImmuniTrax™ completely replaces manual immunization tracking with an automated solution that not only tracks immunizations, but also ensures students are compliant with clinical site requirements. And our partner, Medicat, has been an industry leader in college healthcare information technology for nearly two decades.

**To find out more about ImmuniTrax™
student immunization tracking, 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

Information in this document is intended only as a service to inform or to be educational in nature. Nothing herein should be construed as legal advice or opinion, nor as the offer of such. You should always consult legal counsel. Copyright 2012 Corporate Screening. All rights reserved.