

■ **NEW HIRE** – When hiring a new employee, you want to be sure you’re making an informed decision and ensure the success of your business. We recommend our new hire package. The package includes a Social Security Validation and Trace, a County Criminal Search and a National Criminal Database Search (which searches thousands of databases to uncover felonies and misdemeanors) for counties and states of residence for the past seven years. These screens are based on the candidate’s current name. Employers should also ask for other names and aliases in order to capture those who have been married or have changed their name. The national criminal search also references sex offender databases in all 50 states as well as terrorist sites and could uncover information missed in the county search.

■ **MANAGEMENT LEVEL EMPLOYEE** – Mid-level employees are often hired because a specific skill set or educational background that benefits the company. Employers need to take additional steps to ensure that candidates will indeed bring those qualifications to the enterprise. In addition to the screens recommended for a new hire, candidates for a management level position should undergo a Federal Criminal National Search, which searches all the federal district courts for federal (or “white collar” crimes), as well as Education and Employment Verification for up to seven years of employment history and the candidate’s previous three employers.

■ **HIGH LEVEL EMPLOYEE/EXECUTIVE** – Personnel at the top level of an organization should set the standard for the rest of the business. Employers need to be confident that an executive hire brings to the table everything that he or she has said. We recommend an in-depth screening of high level employees including the basic new hire package, Federal Criminal National Search, Education and Employment Verification, Driving Record (Department of Motor Vehicles)search, Credit Check and Professional Reference Interviews.

■ **TRANSPORTATION EMPLOYEE** – In the transportation industry, a potential employee should have a clean driving record and meet Department of Transportation (DOT) guidelines regarding drug use. A Driving Record search as well as DOT Drug Screen will be required for most transportation industry workers.

■ **HEALTHCARE EMPLOYEE** – Employees who will be working with the ill or infirmed should be thoroughly screened to protect these vulnerable populations. A fraud and abuse search can help employers to determine whether a candidate has had any disciplinary action taken against them or if they’ve had any licenses suspended.

■ **EDUCATION EMPLOYEE** – Since employees in the education industry tend to move in and out of the workforce and often relocate with spouses, employers need to know that candidates are problem-free everywhere they may have worked and/or resided for the duration of their career. Educational candidates receive a County Criminal Search as well as a National Criminal Database search in order to capture all counties and states of residence since the beginning of their employment history.

■ **Financial Responsibility** – In roles where a candidate will have access to company funds or will be making decisions regarding those funds, employers would be wise to ensure that the prospective employee hasn’t had any personal financial blemishes, which could be an indication of future issues managing company finances. A simple Credit Check will let you know you’re hiring a fiscal pro, or not.

■ **Vehicle Operation** – Whenever an employee will be driving a vehicle on behalf of the company, such as a company car or a delivery truck, the employer needs to know that they have a solid driving record. We recommend a Department of Motor Vehicles search for every employee getting behind your corporate wheels.

■ **Machinery Operation** – Employees who will be operating machinery may be subject to pre-employment, as well as routine, drug testing under the terms outlined in the individual employer’s drug screening policy.

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# Top Employment Screens: Matching the Right Level of Caution to Each Opportunity

	Social Security Trace and Validation	County Criminal Search	Federal Criminal National Search	National Criminal Database Search	State Criminal Search	FACIS Fraud & Abuse	Education Verification	Employment Verification	Driving Record	Credit Check	Professional Reference Interviews	Drug Testing
<b>TYPE OF HIRE:</b>												
New Hire Package	✓	✓		✓								*
Management Level Employee	✓	✓	✓	✓	✓		✓	✓				*
High End Personnel/ Executive Search	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	*
<b>INDUSTRY SPECIFIC:</b>												
Transportation Employees	✓	✓		✓					✓			✓
Healthcare Employees	✓	✓		✓	✓	✓						*
Education Employees	✓	✓		✓	✓		✓					*
<b>RESPONSIBILITY SPECIFIC:</b>												
Employees with Financial Responsibility	✓	✓		✓						✓		*
Employees Operating Company Vehicle	✓	✓		✓					✓			*
Employees Operating Machinery	✓	✓		✓								✓

\* Recommend drug testing if it is consistent with your HR policies on drug screening and substance use.