



AccuSourceHR

# THE COMPLETE GUIDE TO EXPANDED BACKGROUND CHECKS



**Hiring is a major decision.** A bad hire could cost your company thousands of dollars – and not just because of the high cost of employee turnover. Bad hires can affect your reputation, losing you both customers and making top talent hesitant to apply to future positions



This is especially true if you work in an industry where employees have access to sensitive information like customers’ social security numbers or medical histories. **Pre-employment screenings** are standard in most companies, but certain situations may require more rigorous background check solutions. In fact – based on the position and certain state or federal requirements – employers are often authorized to look farther back and more in depth into a candidate’s employment and criminal history.

Should you do an expanded background check? A quality background check company can often obtain information quickly, efficiently, and economically while ensuring compliance, alleviating many of the concerns associated with robust employment screening programs. If you are hiring employees with access to sensitive client or company information – it is well worth the extra effort to mitigate foreseeable risk.

# WHAT IS AN EXPANDED BACKGROUND CHECK?

The term “expanded background check” can have a lot of different meanings.

A basic background check generally searches for criminal history and may include verification of previous employment. An expanded background check may include extended criminal history research scope or breadth. In terms of employment history, a basic background check may verify the applicant’s most recent one or two employers. Expanded searches often include a full 7-10 year employment history.

An expanded background screen may also include specialty screening services like:

- **Employment Credit Check**
- **Social Media Screening**
- **Federal Criminal Search**
- **Exclusions and Debarment Lists**
- **Sex Offender and Abuse Registries**
- **Reference Verification**
- **Education Verification**
- **Professional License Verification**

Depending on your industry and the specific job requirements, some of the above searches may be required for regulatory compliance.





# WHY SHOULD I RUN AN EXPANDED BACKGROUND CHECK?

## SPOT HIDDEN RISKS

A basic employment screen may not reveal key risk factors potentially associated with your applicant.

For example, standard criminal history checks often do not reveal a history of a sex offense conviction if the person has not registered as a sex offender in their current county and state of residence or if the crime requiring registration occurred in the distant past (7-10 or more years ago). Histories of child or elder abuse are often not revealed in a standard criminal history check if the conduct did not result in a criminal conviction, yet a search of a state abuse registry can uncover prior misconduct posing a risk to your organization and its public. Additionally, a national criminal database search can cast a wide net to identify potential criminal records not aligned with an applicant's residential history or social security trace data.

The need for expanded screening does not just extend to high-profile positions. Employees at all levels may have access to sensitive data or at risk populations. Even for entry level positions, expanded background checks may be prudent to minimize foreseeable risk. A data breach or breach of trust not only damages your brand and reputation – sometimes irreparably – it can also result in legal action.

## REDUCE TURNOVER

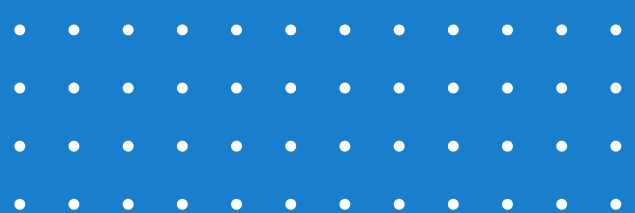
Expanded background screening is not always about protecting your company from fraud, theft, or reputational harm. They can identify patterns of negative behavior and adverse beliefs posing a significant risk to your company culture and your safe, productive work environment.

A social media screen can access publicly available information on social media websites like Facebook, LinkedIn, Twitter, and TikTok. It can also reveal online activity associated with blogging, news articles, and other forms of digital media. Specific detail regarding a person's adverse attitudes towards race, gender, religion, sexual orientation, and other protected classes; extremist ideologies and other key risk factors may be uncovered before they can pose a risk to your staff and clients.






# GET SCREENINGS SPECIFIC TO YOUR INDUSTRY



Expanded background screening is especially vital for highly regulated industries.



If job duties require a specific license to perform, a professional license verification should be conducted. Advancement in computer technology and reproduction capabilities have led to a significant increase in forged documents. Verifying a license or certification at the direct source is the best means to ensure your candidate possess the appropriate credentials.

Transportation industry professionals not only need to maintain appropriate licensing and certifications, they also must ensure compliance with industry safety standards designed to protect the public at large. Employers who employ or engage independent contractors in commercial and public transportation roles are often required to perform specific screens including national commercial driver history (CDLIS), drug and alcohol testing history (DOT), pilot record history (PRIA) or other designated screens to meet regulatory compliance.

Even if you are not in the transportation industry, if a job description includes driving a personal, company or client vehicle for business purposes, performing a driver’s license check to ensure the candidate’s license is valid and there is not a history driving conduct posing a risk to the organization and/or public is best practice.

Risk mitigation and regulatory compliance is especially important in the healthcare industry. One bad hire can lead to thousands of dollars lost to fines and lawsuits, not to mention injury or death to patients who entrust their care to healthcare providers. Expanded background screens should be conducted to include healthcare sanctions and debarment databases, sex offender and abuse registries, professional license sanctions and malpractice databases, and other regulatory compliance checks like DEA, OIG, LEIE, NPDB, NAR, as appropriate based upon job description and specific state and federal requirements.

Expanding the scope of employment screening can ensure you have access to the types of public records required to help reduce organizational liability associated with your industry and gain insight to make informed hiring decisions.

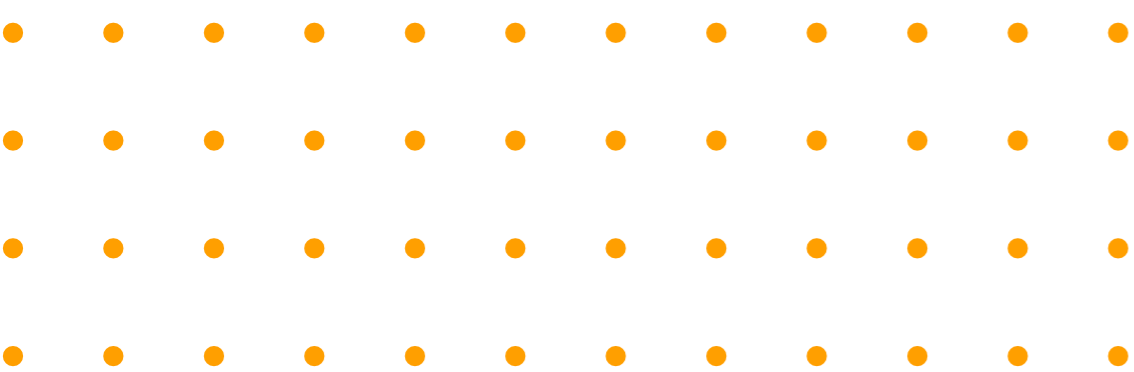
# ARE ADVANCED BACKGROUND CHECKS LEGAL?

The Fair Credit Reporting Act (FCRA) and state specific legislation governs the scope of time and type of public records reportable for use in employment decisions. Industries including healthcare, transportation and finance allow for expanded reporting periods for certain types of records or offense classes to align with federal legislation. Regardless of industry, legal compliance begins with ensuring appropriate disclosure and consent documents are obtained prior to each screen conducted.

Be wary of online services advertising employers can simply enter information like email addresses and phone numbers to conduct an expanded search. These companies are often very light on compliance support and may miss reportable records due to individual court practices and limitations in the availability for online access to court documents. Any public data reported is generally obtained from third-party databases versus direct source searches. The FCRA requires all public record information used in an employment decision must be validated at the direct source of the record to ensure the record is accurate and up to date at the time of reporting.

At [AccuSourceHR](#), we pride ourselves on making compliance easy. Our attorney-led compliance department provides clients with both resources and training to ensure you stay abreast of ever-changing legislation. AccuSourceHR's operational staff and account management team are experienced in industry-specific regulatory compliance requirements to aid you in determining the right screening profiles based upon the specific job duties of each employee class. We help clients minimize their legal risk by aiding them in developing screening programs to meet their unique business and regulatory compliance needs.





# EXPANDED BACKGROUND CHECKS: THE BOTTOM LINE

While a basic background check can provide essential data to mitigate the risk of a bad hire, it is often the foundation of a solid screening program and not the all-encompassing solution for every role within your organization. The type and scope of screens conducted for each new hire should align with their job functions and any industry-specific regulatory compliance requirements. Positions and industries with inherent, known risks associated with staff behavior and competency that could harm the organization, its employees and the public frequently require expanded employment screening to ensure due diligence expectations are met.

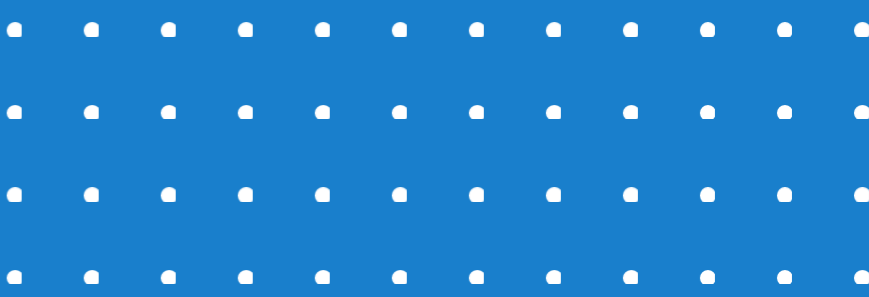
Many companies are cost-conscious and financial concerns regarding expanded screening programs are understandable. However, the cost of increasing a screening program’s scope to ensure adequate risk mitigation for each class of responsibility and job duties is negligible in comparison to the cost of a bad hire or worse, a negligent decision in the hiring process. The U.S. Department of Labor estimates [each bad hire costs your company 30% of the employee’s annual wages or salary](#). This cost increases to [213% of annual salary for executive hires](#) according to a CBS news report. With average lawsuit settlements and judgments involving employer negligence in the wrongful acts of their employees ranging from thousands of dollars to multi-million dollar awards, ensuring each screening profile appropriately addresses reasonable foreseeable risk can afford mitigation in a negligence claim. Conversely, only conducting a basic background screen when increased risk is foreseeable or additional regulatory compliance searches are warranted can have the opposite outcome.

Are you interested in learning more about how AccuSourceHR’s extensive suite of screening service can aid your organization in mitigating risk? AccuSourceHR combines automated technology with award-winning customer care to ensure compliant, expedient, and efficient screening processes. Our tenured, knowledgeable staff is FCRA certified and has regulated industry expertise to help ensure your screening programs meet your risk mitigation goals today and evolve as compliance needs change. [Contact us today](#) to schedule a complementary review and consultation.

# Hiring is hard. We make it easier.



AccuSourceHR has been a nationwide leader in background checks and drug testing since 1999. We have always believed in creating exceptional customer and candidate experiences, with the goal of promoting hiring and onboarding success.



AccuSourceHR provides fast and reliable results. Our MySource applicant portal eliminates tedious data entry for HR professionals enabling them to focus on other critical hiring and onboarding tasks. For clients seeking robust automated functionality, our SourceDirect platform easily integrates with dozens of popular ATS and HCM systems.

AccuSourceHR understands people resource decisions are the lifeblood of an organization, and one bad hire can cause havoc within the culture of a company, potentially posing reputational and financial risk. We invest heavily in ongoing staff development ensuring all sales staff is FCRA certified. AccuSourceHR is a founding member of the Professional Background Screeners Association (PBSA) and is PBSA accredited. We take an active role in shaping industry education. Several of our executive team members serve on PBSA committees and industry boards. We strive to provide employers peace of mind and visibility to help ensure confidence in each new hire.

GET STARTED

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