



MBI WORLDWIDE[®]
BACKGROUND CHECKS
AND DRUG SCREENING

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EMPLOYMENT BACKGROUND SCREENING BEST PRACTICES CHECKLIST!

MBI Worldwide is a global employee background screening company, nationally recognized in 2016 and 2017 by HRO Today's Baker's Dozen List as a top provider of employment background screening services in the United States. MBI is a SOC 2 certified company, and is accredited with the National Association of Professional Background Screeners (NAPBS). MBI Worldwide offers all-inclusive packages of employee background screening, safeguarding compliant reporting guidelines and providing high touch customer service, quick turnaround time, report accuracy and protection of Applicant Rights. MBI offers integration capabilities with existing HR software platforms to streamline the hiring process.

"Good Screening is Smart Business!™"

www.MBIWorldwide.com



I have applicants sign two separate documents; one authorization form and one disclosure form.



I know what verbiage is legally and not legally permissible to use on my release forms.



I have removed the liability waiver (ie: indemnity clause) from my employment background check forms because the court finds this a "WILLFUL FCRA VIOLATION".



The (CRA) background screening agency's name, address and toll-free number are clearly printed on my disclosure form.



I apply ban the box to my application form(s) in cities/states where applicable.



I am using an employment background screening vendor that holds accreditation through the national association of professional background screener's.



I apply both pre-adverse action and adverse action when using a consumer report, when necessary and as required by FCRA regulations.



I screen applicants within industry specific regulations. ie: long term care facility, educational institutes, financial institutes, etc.



I maintain a copy of authorization and disclosure as required by state and federal regulation.



I have absolutely no blanket screening policies such as "felons need not apply".



I evaluate criminal records in accordance with the EEOC's enforcement guidance, for the use of arrest and conviction records.



I maintain a copy of authorization and disclosure as required by state and federal regulation.



I allow applicants the time allotted by the FCRA to dispute information reported on their background check, before making a final decision.



I meet with my employee background screening vendor bi-annually, to discuss newly passed background check legislation and national compliance updates.