

## **Best Practices for Screening Checklist**

Make informed decisions by ensuring you've covered background basics.

- ☐ Obtain applicant's written consent to perform background check
- ☐ Strongly consider removing any waiver language from the background check consent and disclosure forms
- ☐ Provide fair warning prior to taking adverse employment action
- ☐ Wait at least five business days before finalizing the adverse decision
- ☐ Have all background check policies and forms checked by qualified employment counsel to ensure compliance