



Background Check Policy

CHECKLIST

Thank you for joining us on the 28th January for our webinar on **Enhancing Your Background Screening Policy for Safer Hiring Practices**. This one pager provides clear, actionable steps that you can take to further strengthen your background check policies and program to effectively mitigate hiring risks.

1. Product Knowledge & Continuous Updates

- ✓ Understand each background check product and their specific risk mitigation benefits.
- ✓ Stay informed about new screening technologies, such as digital ID verification and AI-driven tools.
- ✓ Train HR and compliance teams on regulatory changes and best practices.
- ✓ **Be Compliant:** Adapt policies to country-specific regulations.

2. Policy Development

- ✓ Clearly define who is screened, how, and why.
- ✓ Establish consistent screening standards across all hires.
- ✓ Integrate legal and compliance requirements into policy frameworks
- ✓ **Be Comprehensive:** From pre-employment to post-hire monitoring.

3. Process Improvement

- ✓ Use process mapping to visualize and optimize screening workflows.
- ✓ Develop adjudication guidelines to ensure fair & unbiased decisions.
- ✓ Implement quality control checks for screening accuracy.
- ✓ **Be Consistent:** Apply standardized adjudication.

4. Provider Management

- ✓ Partner with reliable, industry-recognized screening providers.
- ✓ Regularly review and benchmark services against industry standards.
- ✓ Monitor turnaround times, accuracy, and compliance.
- ✓ **Be Clear:** About what you want your chosen provider to do, you can do this more effectively once you have covered the 3 steps above

Need a Policy Review?

🔍 Get expert guidance, industry benchmarking, and independent policy assessment from our partner.

🌐 Visit www.backgroundcheckadvisory.com to book your session.

🕒 3-Hour Background Check Policy Review – £250 (£199 for 2 Hours).

