

Employee Background Check Policy Template

1. Purpose:

This policy outlines the procedures and requirements for conducting background checks on new employees during the onboarding process.

2. Scope:

This policy applies to all new employees being onboarded at [Company Name].

3. Background Check Process:

- All new employees will be required to undergo a background check before their employment is finalized.
- The background check will include verification of education, employment history, criminal record, and any other relevant information.
- The background check will be conducted by a third-party vendor selected by the HR department.

4. Consent:

- Prior to conducting a background check, new employees will be required to sign a consent form authorizing the check.
- The consent form will clearly outline the types of information that will be collected and how it will be used.

5. Confidentiality:

- All information obtained through the background check process will be kept confidential and only shared with individuals involved in the hiring decision.
- Employees' privacy rights will be respected at all times.

6. Compliance:

- The background check process will comply with all applicable laws and regulations, including the Fair Credit Reporting Act (FCRA) and any state-specific requirements.

7. Disqualification:

- If the background check reveals information that disqualifies a candidate from employment, the HR department will follow established procedures for rescinding the job offer.

8. Retention:

- Background check results will be retained in a secure manner in accordance with company retention policies.

9. Review and Updates:

- This policy will be reviewed periodically to ensure compliance with current laws and best practices.
- Any updates or changes to the policy will be communicated to all relevant parties.

10. Contact:

- For questions or concerns regarding the background check policy, employees can contact the HR department.

Source: Society for Human Resource Management (SHRM) (<https://www.shrm.org/>)