

3 BASIC STEPS FOR FCRA COMPLIANCE

The success of your screening program depends on having processes and procedures that comply with the Fair Credit Reporting Act (FCRA). If your company purchases background checks from a third-party screening provider, there are three basic steps you must follow for FCRA compliance.

1 Get Approval from the Candidate

Before initiating a background check, inform the applicant about the screening process.

Obtain the applicant's
permission & signature
authorizing the background check



The signed authorization must clearly indicate the nature of the screening (e.g., employment purposes)

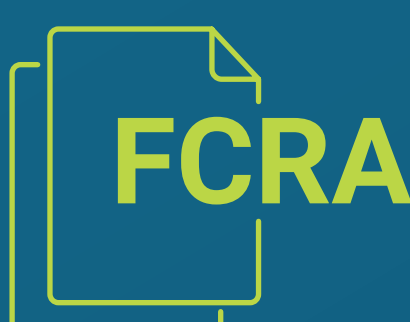
2 Act Before Taking Adverse Action

If you decide to deny a candidate's application, terminate an employee or refuse a promotion based on a consumer report, notify the individual **before** taking action.

Provide a copy of

"A Summary of Your Rights Under the Fair Credit Reporting Act"

a document prescribed by the Federal Trade Commission



Give the individual a **Pre-Adverse Action Disclosure**

that includes a copy of the individual's consumer report

3 Notify the Candidate of your Decision

After taking adverse action, notify the individual verbally, in writing, or electronically that you followed through.



The notice must:

Include the screening company's name, phone number & address

Disclose that the adverse action wasn't the screening company's decision

Explain the individual's right to dispute the accuracy or completeness of any information in the report

(The applicant may request an additional free consumer report within 60 days)

UP YOUR HIRING GAME.

IntelliCorp understands the importance of finding quality employees and volunteers for your organization.

Discover how we help our clients stay competitive and simplify their hiring processes using the latest technologies and background screening best practices.

Contact us for a **free consultation.**

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