

# 10 Background Check Types (When and Why You Should Run Each Type)

CompuFACT



There is a common misconception that running an employment background check consists of simply entering a SSN or a name into a database and all records associated with that individual will be available. Unfortunately, it is not that easy as there are many different types of background checks as well as different methods for obtaining the report for each type. In this article, we will dive in and learn not only different types of background checks but reasons that you would want these run on your applicants/employees.

## **Types of Background Checks**

1. Criminal Records
2. Past Verification (Employment and Education)
3. Credit Checks

4. Motor Vehicle/CDL Report
5. Drug Test
6. Tenant Screen
7. Government Watch Lists
8. Sex Offender Registry Search
9. S.S Trace/Address History
10. Worker's Compensation Reports

### **1. Criminal Records**

Criminal Record searches are the bread and butter of the employment screening process, as well as the broadest. They can vary greatly depending on the location of your company as well as different locations where your applicant has worked and lived. In some instances, it is better to run a statewide than a county search and vice versa. Though a National Criminal Search exists, it is more commonly used as a supplemental search due to there not being a fully comprehensive and/or live database. Beware of any Background Check Company saying their National Crime Search is fully comprehensive.

### **2. Past Verifications (Employment and Education)**

Studies show that education and employment information are the most-lied about portions of a job application. Not only that but it has the biggest impact of determining the future efficacy of your employee. Though many companies decide to handle these verifications in house, it is generally not a good idea because of the many local, federal, and state laws that apply to these searches, namely the information you are allowed to ask for. This is where your background check company comes in, because they will know these laws and handle this compliance issue for you, and get you these checks.

### **3. Credit Checks**

Credit checks are self-explanatory, and whether or not you want to run these are typically based on the industry you are in as well as the job description of your applicant. Using credit checks for employment can be a sticky situation. This is because a personal credit report, can not be used for employment purposes.

For employment purposes, it is best to use a background check company or else there are many hoops you need to jump through to stay compliant. We receive credit reports through Trans Union.

### **4. Motor Vehicle (MVR)/CDL Report**

If your company either hires drivers or utilizes company vehicles then you want to make sure you run Motor Vehicle Reports (MVRs) on all of those applicants at least on pre-hire, but in addition to that, it is good practice to run at least every year. This is because they could get point on their license after their initial hire and may legally not be legible to be a driver or had their CDL revoked.

Most background check companies have the technology to pull motor vehicle reports instantly, so make sure yours does as well.

## **5. Drug Test**

There are a lot of questions circling about the laws on drug tests and what companies are allowed to test for and when. Background check providers are well versed in these laws at the different levels of government and are a great resource to keep you compliant. Also, using a background check provider to schedule your drug screens makes it easier to pull the closest location to your applicant to provide convenience and save from headaches.

Typically, your applicant will be sent to the nearest Labcorp or Quest Diagnostics to complete their drug test. From there, their specimen is collected and sent to an MRO (Medical Reviewing Officer.) Once analyzed, the results are sent to you.

## **6. Medical Registry Searches**

If you employ medical workers then there is a good chance you already know of this search, or can deduce by the name if you need to look into this one. Medical Registry Searches are used to check into the certifications and licensing validations of your applicants/employees. Some examples of applicants you would want this search run on are:

- Nurses
- Doctors
- Surgeons
- Skilled Living Worker
- Hospice

## **7. Government Watch Lists**

Typically, you would only want to run searches like this on your top level of employees. Though these searches aren't very popular to run, some companies which to use it to supplement their current screening package due to its quick turnaround time and low cost. Also, it helps you be sure that you are keeping the people out of your organization that you most certainly want out of it.

If your watch list searches come back with a lot of records, I would suggest that you consider going to different job boards for your recruiting.

## **8. Sex Offender Registry Search**

A very important yet often times overlooked aspect of pre-employment screening. Usually this search is bundled in with a national criminal search. CompuFACT's National Crime Screen includes a multi-jurisdictional sex offender registry search. Ask your Background Check Company whether or not your package includes this. It typically is an inexpensive search.

## **9. S.S Trace/Address History**

You are probably asking yourself "why does it matter to me where my applicants have lived in the past?" Well, to answer that, what makes the S.S Trace/Address History search so popular is that typically an employer would want to run this search to both validate the SSN of the applicant, as well as to have criminal searches auto-populate in the areas where the applicant

has lived, this inexpensive method of running criminal records surely gives you the most bang for your buck!

### **10. Worker's Compensation Reports**

The typical employer that runs Worker's Compensation Reports are ones who have been burned in the past by employees who habitually take out worker's comp claims and cost the company a lot of money. If you have been a victim of this or think you could be one day, ask your Background Check Provider about these searches.