

Managing the Dental Team

ADA's Guidelines for Practice Success™ (GPS™)

Checklist for Conducting Background Checks

- Inform the prospective employee that you will be conducting a background check.
 - ✓ Have the applicant sign a form verifying that they've been informed of your intention to conduct a background check and granting their permission for you to do that. This is required by the [Fair Credit Reporting Act](#) (FCRA). For further information on the FCRA, see the FTC's [Using Consumer Reports: What Employers Need to Know](#).
 - The form granting consent for you to conduct a background check should be separate from the job application form.
 - The background consent form should clearly state that only information that relates to categories related to the job description will be checked.
 - Present the applicant with the background check consent form at a time other than when they complete the job application.
 - ✓ The ad you placed to solicit applicants for the available position may, but is not required to, mention that you will be conducting a background check.
 - Some hiring professionals recommend against mentioning the background check in the ad since only the best candidates will be subject to this review which takes place much later in the interview process.

- It's a good idea to hire a third-party to conduct background checks.
 - ✓ Engaging an outside company to perform this activity minimizes the chance that you or anyone else in the practice might inadvertently discover information about the applicant that you don't need and should not have.
 - This is important since gaining access to or knowledge of certain types of information available in a background check could give prospective employees grounds to claim they were illegally discriminated against during the hiring process.
 - ✓ Verify the processes the company uses to conduct its investigations and ensure that they comply with all relevant federal and state laws.
 - ✓ The company should check sources that will provide information on the individual's credit rating, financial background and online reputation.
 - The most common sources of information include public records, such as those available at local courthouses, consumer information, educational background, driving record, financial background, judgments and liens.
 - In all cases, information must be specifically related to the duties required by the position.
 - ✓ Consider working with a company that can confirm credentialing and any other verification of privileges you might need. Implement a schedule for confirming staff recredentialing and licensure verification; every three years is usually sufficient.

- Advise the company conducting the background check in advance of the type of information they should include in their report to you.
 - ✓ Make sure that the information requested directly relates to categories related to the job functions that the individual will perform.
 - The type of information can vary depending upon the position being filled. For instance, you will want to conduct different types of background checks for bookkeepers and office managers than you will for dental assistants. You should ask that arrest information NOT be included in background check reports, as it is illegal in many states to make job decisions based only on an arrest record.

Notify the vendor conducting background checks for the practice that they should not check social media sites that might yield information that could be perceived as creating a bias based on information that isn't relevant to the position being filled.

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