



An Investigative and Security Consulting Firm

When selecting or hiring a new employee or when a recruiter will be recommending candidates to a corporate client for an executive position, a vital component of the process must be confirming the information a candidate provides concerning their competencies, technical skill, education/certification, and experience. Additionally, identifying and obtaining other relevant information for certain positions will be just as, if not more, important. The process of confirming information provided by a potential hire and obtaining additional information is most often referred to as 'conducting a background,' the 'background process,' or 'background screening'. Commonly associated with the selection and hiring of employees, the term Background Process is most applicable and also applies to volunteers, tenants, or in any situation in which additional information is needed. The primary purpose of the Background Process is to identify, obtain, and assess information used to inform organizational decision makers in a variety of business decisions.

This series will examine topics related to the entire Background Process. The intent is to provide information to facilitate the development or enhancement of an organization's Background Process. A comprehensive understanding of the various issues involved will best posture decision makers to improve their own organizational Background Process, ensuring the selection and hiring of quality employees and reduction of organizational risk.

The topics to be presented are:

- 1) The Importance of Conducting a Background: Why is it vitally important to have a systematic Background Process in the selection and hiring of employees?
- 2) The Background Process – What are the differences between a Background Check, Background Screening, and Background Investigation?
- 3) The Background Process - Who should conduct the Background Check or Background Investigation?
- 4) The Background Process - What information is most important to include in a Background Check or Background Investigation?
- 5) The Background Process – When in the employee selection or hiring process should a Background Check or a Background Investigation be conducted?
- 6) The Background Process - How should the results of the Background Check or Background Investigation be presented, evaluated, and assessed in the selection and hiring process?

7) The Background Process - What are the laws, rules, and guidelines for conducting and evaluating the results of Background Checks and Background Investigations?

8) The Background Process - What is the future of the Background Process? Expansion to all forms of business decisions with the goal of mitigating enterprise-wide risk.