

Background check checklist



Making informed hiring decisions starts with a comprehensive background check.

This checklist will guide you through each critical step, ensuring you leave no stone unturned.

- Obtain candidate consent for background checks.
- Verify the candidate's identity (government-issued ID, passport).
- Conduct criminal background checks (national, state, and local levels).
- Verify employment history (contact previous employers, verify job titles and dates).
- Confirm educational qualifications (degrees, certifications).
- Check professional licenses and certifications (if applicable).
- Review credit history (especially for roles involving financial responsibilities).
- Perform a reference check (contact professional references provided by the candidate).
- Verify address history (current and previous addresses).
- Check for any legal working restrictions or visa requirements.
- Review social media profiles for any red flags or inconsistencies.
- Conduct a drug screening (if required for the role).
- Check for any history of litigation or civil cases.
- Verify driving records (if the job involves driving responsibilities).
- Ensure all background check documentation is securely stored.
- Review and assess the background check results before making a final hiring decision.