Corporate Intelligence
CONSULTANTS CIC

FREE EMPLOYER TOOL | 2026 EDITION

The Background Check Checkup

7 quick questions for employers

Catch the paperwork, process, and screening gaps that can turn into expensive hiring problems.

CHECK YOUR PROCESS IN 10 MINUTES

Real people. Verified sources. Straight answers.

Family-owned since 1977 | Human-reviewed reports | BBB Accredited, A+

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THE BACKGROUND CHECK CHECKUP

Start with what happens today

No perfect answers needed. Mark Yes, Not sure, or No.

Score each answer

YES = 2 points NOT SURE = 1 point NO = 0 points

Add the seven scores on page 4. A 'not sure' answer simply shows you what to check next.

01 The right check for each job

Do you change the background check based on what the person will actually do?

◯ YES (2) ◯ NOT SURE (1) ◯ NO (0)

WHY IT MATTERS

A driver, bookkeeper, nurse, and office employee do not carry the same risks.

LOOK FOR

A simple list showing which checks go with each type of job and why.

02 Clear forms and permission

Before ordering a report, do you give the applicant a clear, separate notice and get written permission?

◯ YES (2) ◯ NOT SURE (1) ◯ NO (0)

WHY IT MATTERS

The notice should not be buried inside the job application or mixed with unrelated legal language.

LOOK FOR

One clear disclosure page, written permission, and any state notices your legal counsel says you need.

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THE BACKGROUND CHECK CHECKUP

Make sure the report tells the full story

Fast matters. Accurate and complete matter more.

03 The right sources

Can you explain where your provider looks and how possible records are confirmed?

◯ YES (2) ◯ NOT SURE (1) ◯ NO (0)

WHY IT MATTERS

Quick database searches can miss records or show information that is out of date.

LOOK FOR

Past names and addresses considered, county or federal sources used when needed, and a person reviewing results before delivery.

04 Verifying what applicants claim

For jobs where it matters, do you confirm work history, education, licenses, driving history, or sanctions?

◯ YES (2) ◯ NOT SURE (1) ◯ NO (0)

WHY IT MATTERS

A criminal check does not prove someone has the experience, license, or driving record the job requires.

LOOK FOR

Checks tied to the job, confirmed with the original source whenever possible.

05 Consistent hiring decisions

Would two managers looking at the same report reach the same decision?

◯ YES (2) ◯ NOT SURE (1) ◯ NO (0)

WHY IT MATTERS

Rules should connect to the job and be applied consistently. Automatic blanket decisions can create problems.

LOOK FOR

Written job-related guidelines, trained managers, a review path for close calls, and private decision notes.

When a report raises a concern

Small process mistakes here can become expensive.

06 The two-step notice process

Before saying no because of a report, do you give the person a copy and a real chance to respond?

◯ YES (2) ◯ NOT SURE (1) ◯ NO (0)

WHY IT MATTERS

Federal law requires steps before and after the decision. This is often called the adverse action process.

LOOK FOR

The report and current Summary of Rights first, a clear way to dispute errors, then the final notice after the decision.

07 Who can see and keep reports?

Is access limited, and does your team know when reports should be securely deleted?

◯ YES (2) ◯ NOT SURE (1) ◯ NO (0)

WHY IT MATTERS

Background reports contain sensitive personal information and should not sit in open folders or inboxes.

LOOK FOR

Only approved users, written save-and-delete rules, a yearly check of forms and access, and one person who owns the process.

Your score _____ / 14

Educational risk indicator, not a compliance determination.

13-14 GOOD SHAPE

Check it again each year and whenever your forms, provider, or hiring process changes.

9-12 A FEW GAPS

Pick the two lowest scores and give each one an owner and deadline.

0-8 START HERE

Write down what happens today, then fix the gaps that could cause the most trouble.

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THE BACKGROUND CHECK CHECKUP

Fix the biggest gaps first

You do not need a massive project. Start with the two weakest answers.

Six warning signs

- ☐ The background check notice is buried in the job application or mixed with a waiver.
- ☐ Every job gets the exact same background check.
- ☐ A database result goes straight to the hiring manager without anyone checking it.
- ☐ Nobody can explain what happens when a report raises a concern.
- ☐ Managers make different calls because there are no written, job-related guidelines.
- ☐ Forms, notices, and user access have not been checked in the last year.

A simple 30-day plan

1 TODAY

Gather the forms applicants sign, the checks ordered for each job, the decision rules, notice templates, and the list of people who can see reports.

2 NEXT TWO WEEKS

Choose the two lowest scores. Review legal questions with qualified counsel and walk through the process with your screening provider.

3 BY DAY 30

Write down the updated steps, train the managers who make hiring decisions, remove old access, and set the next yearly checkup.

One simple rule

'Not sure' means worth checking. Ask someone to show you the current form or step.

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TALK THROUGH YOUR SCORE

Get a free 15-minute background check review

Bring your score to a CIC Screening Coordinator. You will leave knowing the one or two steps that matter most and which questions may need your employment counsel.

BOOK THE FREE REVIEW

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Where this checkup comes from

- Federal Trade Commission, Using Consumer Reports: What Employers Need to Know, ftc.gov.
- U.S. Equal Employment Opportunity Commission, Enforcement Guidance on Arrest and Conviction Records in Employment Decisions, eeoc.gov.
- Corporate Intelligence Consultants, Employment Screening and Ohio Background Checks for Employers, corpintel.com.
- Better Business Bureau profile for Corporate Intelligence Consultants, Inc., bbb.org.

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