

## **Secure Solutions Consulting's 5 Minutes to Better Preparedness**

### **Beginning of a Beautiful Relationship or Nightmare in the Making? - The Importance of Appropriate Vetting of Your Staff and Vendors**

There have been many stories about staff members who have been arrested for illegal activity or caught in situations which create embarrassment – or even legal trouble – for their employing institutions.

Most businesses perform some type of vetting or background checks on the personnel who work at their organizations, whether as full time employees or vendor employees. Many of these checks are developed to meet specific statutory or regulatory requirements. But is simply meeting those requirements actually enough? The answer is; it depends.

The hiring process of either full time or vendor staff must be comprehensive and tailored to the position that is being filled for it to be considered full effective. The collection of complete and accurate information on the job application, the validated explanation of gaps in employment, the verification of past employment and eligibility for re-hire, contact with multiple references not directly provided by the candidate, and checking of official records for criminal convictions, credit problems, or disbarments are all important components to a thorough vetting of your potential staff members.

At the end of the day your hiring decision needs be made based on your holistic understanding of the candidates; their qualifications, their character and their history.

#### **Employee and Vendor Vetting - Things to Think About**

- ✓ Do I have a written policy that requires staff and vendors to have a background check?
- ✓ Do I have a written protocol for the consistent conduct of background checks?
- ✓ Does my pre-hire process include “developed” reference checks?
- ✓ Does my background check vendor perform thorough checks or rely on electronic searches only?
- ✓ Is my background check process sufficiently comprehensive to effectively evaluate candidates against their specific job?
- ✓ Do I have a practice of periodic reviews for current staff?
- ✓ Do I have a process for additional background checks should a staff member change positions?
- ✓ Does my background investigation process meet the standards set by jurisdiction?
- ✓ Are my hiring decisions based on my background and vetting process non-discriminatory and legally defensible?

***Secure Solutions Consulting can help you develop a complete security and safety program for your business, including Employee and Vendor Staff Background Checks.***