

PRESENTED AT

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**Background Checks:
Why Your Clients Are Probably Doing It Wrong**

Mike Coffey

Background Checks: Why Your Clients Are Probably Doing It Wrong

Mike Coffey, SPHR
President



Twenty years ago, Mike Coffey was an HR manager frustrated by the low quality and poor customer service he was receiving from his company's background screening partner. In order to better manage that relationship, Mike became an expert in background checks from the HR side of the desk.

In 1999, that expertise led to the creation of Imperative, an employment background investigations firm thrilling employers who can't afford to have a bad hire day.

Mike maintains his certification as a Senior Professional in Human Resources (SPHR) through the HR Certification Institute. He is also a SHRM Senior Certified Professional (SHRM-SCP).

Mike is a past-president of the Fort Worth Human Resource Management Association and a District Director for Texas SHRM.

He is also a board member for the Texas Association of Business, which is Texas' state chamber of commerce.

Mike lives in Fort Worth with his very patient wife and three sons.

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They Use the Background Check As The Entire Screening Process



The background check should be **the end** of the screening process.

The background check should simply be the “lie detector” portion of the background screening process. There should be no surprises in the background check if the applicant is honest and the employer implements a reliable screening process.

A reliable screening process includes:

- Identifying the risks associated with a position and then associating those risks to specific past criminal behavior.
- A criminal history usage policy that dictates when and how applicants are questioned about their criminal history.
- An employment application process that ensures that relevant information is captured and that applicants don't have an opportunity to omit or fudge (“will discuss”) information.
- Training hiring managers to conduct consistent, reliable structured interviews.
- Processes to ensure Fair Credit Reporting Act compliance.
- A thorough background check to **verify** the information already provided by the applicant.

Such a process is outlined in our free e-book *Seven Steps to Making Bulletproof Hiring Decisions*, available at <http://www.imperativeinfo.com/7>.

Find the full text of this and thousands of other resources from leading experts in dozens of legal practice areas in the [UT Law CLE eLibrary \(utcle.org/elibrary\)](http://utcle.org/elibrary)

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Also available as part of the eCourse

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