

# PRE-EMPLOYMENT SCREENING CHECKLIST

ESSENTIAL STEPS FOR EMPLOYERS TO FOLLOW DURING THE HIRING PROCESS.

## ESSENTIAL STEPS FOR EMPLOYERS:

- DEFINE SCREENING CRITERIA: IDENTIFY KEY QUALIFICATIONS AND REQUIREMENTS FOR THE POSITION.
- OBTAIN CONSENT: ENSURE CANDIDATES SIGN CONSENT FORMS FOR BACKGROUND CHECKS.
- VERIFY IDENTITY: CONFIRM THE CANDIDATE'S IDENTITY USING GOVERNMENT-ISSUED IDENTIFICATION.
- CONDUCT BACKGROUND CHECKS:
  - CRIMINAL HISTORY
  - EMPLOYMENT HISTORY
  - EDUCATION VERIFICATION
  - CREDIT CHECK (IF APPLICABLE)
  - EMPLOYMENT VERIFICATION
- CONDUCT INTERVIEWS: USE STRUCTURED INTERVIEW TECHNIQUES TO ASSESS SKILLS AND CULTURAL FIT.