

**2009 National Agronomic
Environmental Health and Safety School**

“Raising the Bar... Employee Background Checks”

Presented by David J. Furey



www.validex.com

validex
LLC
Employment Screening Services

FAST • EASY • ACCURATE



Agenda

- **Introduction of Validex**
- **Objective of Presentation**
- **Creating a Top Quality Screening Program**
- **Questions/Answers**

About Your Speaker

- **David Furey**
- **Technical Operations Manager, Research & Development**
- **15 years leading Validex**
- **Responsibilities include**
 - **Daily strategic management of all technical operations**
 - **New product development and competitive positioning**
 - **Continuous Improvement**
 - **Customization for clients**
- **Active with NAPBS for 8 years**
 - **Currently serves as Co-chair for Best Practices**



Who is Validex?

- **Located in Cincinnati, Ohio**
- **Founded in 1986**
- **Customers across North America and internationally**
- **Founding member of National Association of Professional Background Screeners (NAPBS)**
- **The Validex approach**
 - **Excellent customer service**
 - **Quality services**
 - **Customized, non-commoditized**
 - **Actionable results**



Validex Client Snapshot

“The largest direct-to-grower agricultural retailer in the US”

“The leading resource center for agricultural retailers in the US”

“The Americas leader in contract logistics and supply chain management”

“#1 Ranked Public Library System in the US (2008)”

“One of the largest and most diverse medical centers in the country”

“The world’s largest motorcycle manufacturer”

“One of the nation’s largest producers of energy”

“One of the nation’s largest grocery retailers”

“The largest working sports organization in the world”

“One of the top U.S. hospitals based on its overall organizational performance”

“The world’s largest vehicle glass repair/replacement company”



Why Did Background Screening Start?

Theory of negligent hiring & negligent retention

- **Greatly increased organizational exposure**
- **Large damage awards**

Background checks

- **Help prevent violence**
- **Defense to liability should violence occur**

Why Are We Here Today?

Illustrate the value of Employment Screening

- **Creates a safer and secure workplace**
 - **Areas of consideration in the Agronomics community include:**
 - **Knowing who is handling your fragile product**
 - **Knowing who is transporting your fragile product**
 - **Knowing who is working within your organization**

Why Are We Here Today?

Illustrate the value of Employment Screening

- **Compliance of FCRA regulations mandated by contract or industry requirements**
- **Lowers the risk of negligent hiring lawsuits; establishes due diligence**
- **To ensure candidates fit your hiring requirements and culture**

An Agronomic Expert's Opinion On Screening

“As our industry continues to change one thing is still constant; we need good people to serve our customers. Performing background screening on prospective candidates in a seamless cost-effective manner is now a regulatory requirement and a best management practice for the agricultural industry.”

J. Billy Pirkle

Senior Director EHS at Crop Production Services, Inc



An Agronomic Expert's Opinion On Screening

"I can remember when we knew the families of most of the employees we hired in our industry. It's a completely different hiring environment today and it is really important that we know who we are hiring. A little extra time and expense on the front end of the hiring process can prevent a wide variety of potential issues. If knowledge is power, then background checks are money and time well spent."

Allen Summers
Owner, Asmark Institute



Applicant Information

Applicant Name:	Summers, Allen
Phone Number:	(513) 999-9999
Requisition Nbr:	702360
Position:	Driver
SSN:	555-55-5555

DMV / Motor Vehicle Record

State:	KY	D/L Nbr:	XX212121
***** RECORD FOUND *****			
License Status	Gender	Date Issued	Expiration Date
SUSPENDED	M	06/01/22008	05/05/2015
Height	Weight	Eye Color	Hair Color
6'2"	215 lbs.	Blue	Brown
License Class:	Operator		
Restrictions:	Over The Hill		
Driver Record #1			
Record Type	Points	Violation Date	Conviction Date
Violation	100	07/01/2006	8/5/2006
Description:	Speeding 135/25 MPH Zone		
Court Jurisdiction:	Owensboro		
Case Nbr:	06XX252525258		
Comments:			
Driver Record #2			
Record Type	Points	Violation Date	Conviction Date
Violation	4	03/02/2005	04/01/2005
Description:	Seat Belt Violation – Not having cardboard cut out of Shania Twain belted		
Court Jurisdiction:	Owensboro		
Case Nbr:	05XX2565236987		
Comments:			
Driver Record #3			

Record Type	Points	Violation Date	Conviction Date
Violation	4	6/15/2007	6/19/2007
Description:	Double Parked At Moonlite Bar-B-Q Inn		
Court Jurisdiction:	Owensboro		
Case Nbr:	07XXX2145872213		
Comments:			
Verified By		Customer Service Manager	Date
Name, Social Security Number, Driver's License		Jason M Redar	08/09/2009
This report was completed on Aug 09, 2009.			

If there are questions regarding this report, please contact John Validex at (800) 362-3201.

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Relative Terms

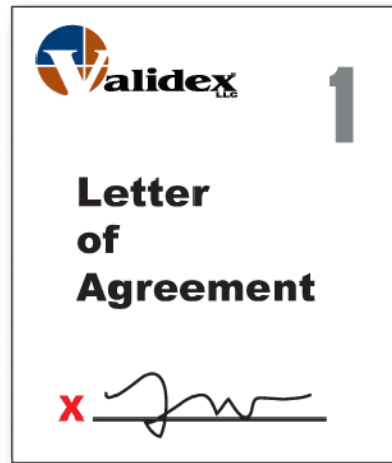
- **Definitions**

- **Consumer**
- **Consumer Report**
- **Consumer Reporting Agency (CRA)**

- **The Fair Credit Reporting Act**

- 1. Permissible purpose**
- 2. Authorization and disclosure**
- 3. Follow Federal and state law for using a Consumer report**
- 4. Adverse Action**

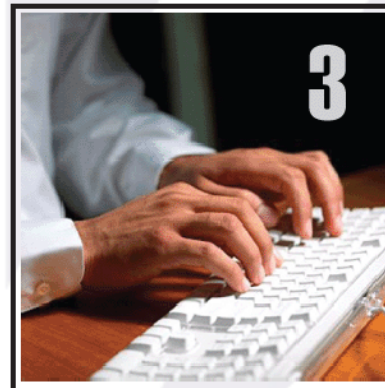
Simple Partnering Process



Boarding Call

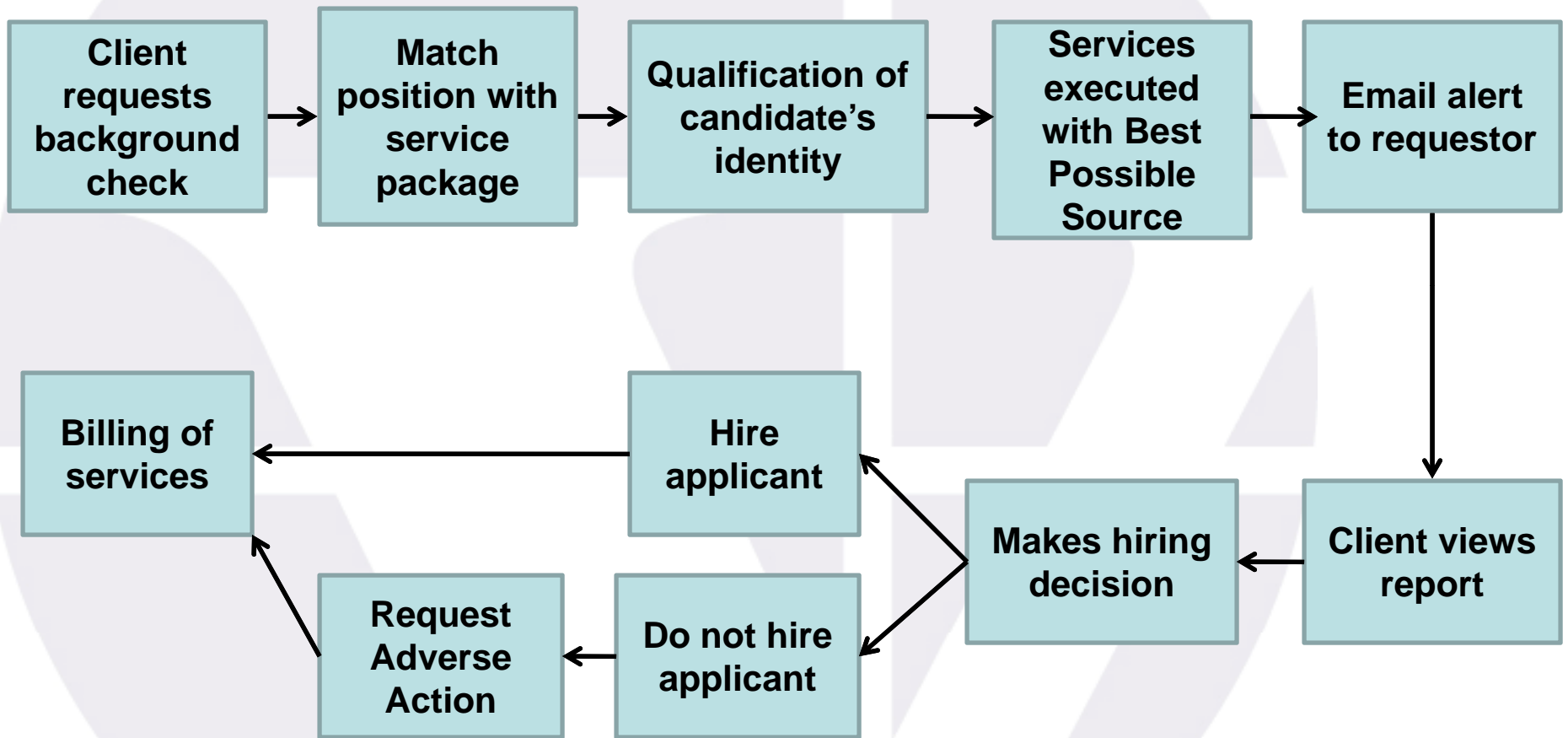


**Reviewing Results
via E-Mail or Web**



Ordering Services

Behind the Scenes Process of Employment Screening



Creating a Top Quality Background Check Program

- **What is your risk tolerance?**
- **What positions get what service package?**
- **CORE SERVICES**
 - **Criminal Records**
 - **Past Employment/Education**
 - **Driving Services**
 - **Medical Services**

Best Practices (Raising The Bar)

- **Creating and enforcing a formal screening program**
- **Policy for interpreting returned results**
- **Learn which laws & regulations apply to your program**
- **Compliance with client and Government contracts**

Best Practices (Raising The Bar)

- **Ensure information is kept secure and staff is trained on confidentiality**
- **Policy for interpreting returned results**
- **Includes hire/no-hire requirements**
- **Apply the policy on a consistent basis**
- **Review your policy annually**

Self-Evaluation Check List

- Do you have a screening policy?

Yes No

If no, list the events that disqualify someone from employment at your company.

Examples are falsified records, criminal activity, illicit drug use

- Do you screen applicants and employees for employment purposes only?

Yes No

- How many locations does your company have:

One Multiple

- List all cities and states where the screening will be used and the job categories for each.

- Does your hiring pool tend to be local or transient?

Local Transient Both

- Are your hiring locations near state or county boundaries?

Yes: Identify locations by state and county

No



Choosing the Right CRA

- **A Strategic Partner will:**
 - **Listens to your needs**
 - **Customizes their services to your program**
 - **Offer one to one, responsive Customer Service**
 - **Quality approach/Non commoditized**

Choosing the Right CRA

- **A Strategic Partner will:**
 - **Be FCRA savvy**
 - **Enforce strict procedures for services delivery**
 - **Offer competitive pricing**
 - **Supply technology with a personal touch**
 - **Never have hidden fees**
 - **Provide honest communication about sources**

Managing Multiple Regions

- **Identify who has the lead?**
 - **Corporate vs. site**
- **Written policy should address**
 - **The workflow of the screening policy**
 - **Clearly identify positions and matching service packages**
 - **Clear task guidelines, access controls and who is responsible**
 - **An Internal Audit for the sites**

Seasonal Rehiring and Audits

- **Have a specific policy that addresses rehiring**
 - **Example:**
 - **Rerun core services within 60 days of rehire**
 - **Rerun entire service package if gone more than 60 days**
- **Specific policy addressing Audits of Current Associates**
 - **Motor Vehicle Reports**
 - **Post Accident**
 - **Semi-Annual or Annual Driver Reviews**
 - **Drug Testing**
 - **Seasonal hires have higher positive rates over new hires**
 - **Per Forward Edge, the Agronomics industry leader in drug testing**

Seasonal Rehiring and Audits

- **Temporary Associates/Hires**
- **Contractor Associates**
- **Who is doing the hiring?**
- **Who is checking the records?**
- **Are they doing anything or not enough?**

Summary

- **Creating a Top Quality Background Check Program**
- **Best Practices (Raising The Bar)**
- **Choosing the Right Consumer Reporting Agency**
- **Managing Multiple Regions**
- **Seasonal Rehiring and Audits**
- **Handouts**
 - **Self-Evaluation Checklist**
 - **Choosing the Right CRA**



Questions and Answers

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