



# Credit Information Center

800-352-5882

## Recommended Screening Guidelines

### New Applicants

#### Entry level:

SSN, Criminal Record, Driving Record (MVR), Prior Employer Verification, and Drug Screening

#### Warehouse / Production:

Credit Report, Criminal Record, Driving Record (MVR), Prior Employer Verification, Workers' Compensation\*, and Drug Screening

#### Management:

Credit Report, Criminal Record, Civil Search, Prior Employer Verification, Education Verification, Driving Record (MVR), and Drug Screening

Additional searches, as appropriate: Education and License Verification

*\* Note: The Americans with Disabilities Act specifies that the prospective employer may inquire into workers' compensation history only after a job offer has been made.*

### Current Employees

**Never checked before:** SSN (or Credit Report on employees handling valuables), Criminal Record, Driving Record (MVR) for drivers

#### Periodic Checks

A regularly scheduled check of Driving Records or Credit Report may reveal changes in behavior that might require some corrective action or attention.

- Driver's MVRs should be checked at least twice a year
- Employees with access to valuables should be subject to a credit check at least every three months