



ESR Safe Hiring Checklist

To be completed for every new applicant before being hired.

Applicant: _____

Position: _____

Hiring Manager _____

| Task | Yes/No or NA | Date/Initials | Notes/Follow-up |
|---|--------------|---------------|-----------------|
| Application Process | | | |
| Is application complete? | | | |
| Did applicant sign and date application? | | | |
| Did applicant indicate reason for leaving prior employment? | | | |
| Any excessive cross-outs or changes seen? | | | |
| Is the application internally consistent and consistent with other information in the employer's possessions? | | | |
| Interview Process | | | |
| Did applicant explain any excessive cross-outs/changes? | | | |
| Leaving past jobs: Did applicant explain? | | | |
| Leaving past jobs: Was verbal reason consistent with reason on written application? | | | |
| Gaps in Employment: Did applicant explain? | | | |
| Employment Gaps: Are verbal explanations consistent with written application? | | | |
| <i>Security Question. 1</i> – “Our firm has a standard drug testing policy and drug tests all applicants and perform background checks. Do you have any concerns you would like to share with me about the policy or our procedures?” | | | Answer: |

| Task | Yes/No or NA | Date/Initials | Notes/Follow-up |
|---|--------------|---------------|-----------------|
| <i>Security Question 2</i> – “We also have a policy requiring criminal background checks on all finalists pursuant to all applicable rules and regulations including EEOC Guidance. Do you have any concerns you would like to share with me about the policy or our procedures?” | | | Answer: |
| <i>Security Question 3</i> – “If I were to contact past employers pursuant to the release you have signed, what do you think they would tell us about you?” | | | Answer: |
| <i>Security Question 4</i> – “If I were to contact past employers pursuant to the release you have signed, would any of them tell us you were terminated or were disciplined?” | | | Answer: |
| <i>Security Question 5</i> – “Please explain any gaps in employment.” | | | Answer: |
| <i>Security Question 6</i> – “Is everything in the application and everything you told us in the hiring process true, correct, and complete?” | | | Answer: |
| Reference Checks (performed by employer or by a third party) | | | |
| Have references been checked for at least last 5-10 years, regardless of whether past employers will give details? | | | |
| Have efforts been documented? | | | |
| Discrepancies between information located and what applicant reported in application: a. dates/ /job title b. reason for leaving | | | |
| Security, Drug Screening and Background Checks | | | |
| <i>Check with legal counsel before asking about criminal records on the employment application or in the interview process, or before using a criminal record to deny employment. When and how these inquiries can be made varies by state, county, and municipality. These regulations are generally referred to as “Ban the Box.” In some jurisdictions, background checks can only be obtained post offer of employment.</i> | | | |
| Did applicant receive a standalone background check disclosure document consistent with the federal Fair Credit Reporting Act (FCRA) and applicable state laws? | | | |

| Task | Yes/No or NA | Date/ Initials | Notes/Follow-up |
|---|--------------------|-------------------|-----------------|
| Did applicant sign and return the background check consent document? | | | |
| Has background check been ordered? | | | |
| Did applicant receive the drug testing Chain of Custody and instructions? | | | |
| Have drug screening results been received and reviewed according to the policy? | | | |
| If DISQUALIFYING drug test what action was taken per drug testing policy and procedures? | | | Describe: |
| Has background check completed? | | | |
| Has background check been reviewed for discrepancies and possible disqualifying criminal history? | | | |
| If background check not CLEAR or SATISFACTORY, what action is taken per policy and procedures including pre and post adverse action under the FCRA? | | | Describe: |
| If not CLEAR or SATISFACTORY, are there disqualifying factors based on position/company policy? | | | Describe: |
| If criminal record found, did employer analyze under EEOC three-part test and did applicant receive opportunity for an "Individualized Assessment." | | | Result: |

Note: If in a "Ban the Box" jurisdiction, check with legal counsel before asking about criminal records in an application or an interview. Also, be aware of the U.S. Equal Employment Opportunity Commission (EEOC) rules on the use of criminal records. A criminal record should not be used to automatically eliminate a candidate.