

Policy brief & purpose

Our employee background check policy refers to our guidelines for investigating our job candidates' backgrounds as part of our hiring process. Background checks help us:

Get insight into candidates' background. Ensure we hire reliable employees. Verify candidates' information for truthfulness and accuracy. Screen candidates convicted of serious criminal behaviour.

Scope

This employee background check policy applies to candidates who go through our company's hiring process. It may also apply to internal candidates who are being considered for a promotion or transfer.

Policy elements

Background checks may include:

Criminal records. Credit reports. Verification reports (e.g. identity, previous employment, education, SSN). Driving records.

Reference checks.

All candidates aren't required to pass every type of background check we offer before our company hires them. Each position has its own requirements. For example, driving records may be relevant to field reliable salespeople and taxi drivers, but not to other staff.

We'll comply with legal guidelines at all times. Criminal record checks are essential if candidates are interviewing for positions where they will:

Represent our company and deal with our clients or stakeholders.

Have access to sensitive and confidential information

Handle.

When should you conduct an employee background check?

Background screening will not be used as a way to disqualify someone or reduce the number of applicants for a position. Background checks are meant to reinforce a hiring decision and ensure candidates who have been selected for a job are suitable.

Telecom Advisor Ltd's responsibilities

We will always:

Inform candidates that a background check is required in the position's job advertisement.

Ask candidates to provide written permission before conducting a background check and let them know how long the process will take.

Hire a reputable and reliable background check provider. Criteria to consider when choosing a provider are: cost, legality, commitment to confidentiality and turnaround time

Inform candidates of the results of their background checks and what we plan to do (reject or move candidates to the next hiring phase.) Background check providers should give candidates copies of their results.

Conduct a background check on all candidates who pass through the [*interview phase*] for a specific position without discriminating against certain individuals.

Give candidates information they need to dispute a report or address any issues a background check turns up.

Tell candidates a clean background check doesn't guarantee employment, unless they've already received a verbal job offer.

Dealing with negative findings

Criminal records don't automatically disqualify candidates from the hiring process, unless they are convicted of serious criminal acts (e.g. sexual assault.) We will judge the substance of criminal records according to these criteria:

Number of criminal convictions for the same offense. Time elapsed from the most recent criminal conviction. How the criminal conviction relates to the position.

We will consider convictions, not arrests, when reviewing a candidate's background check.

Generally, if it is decided a particular candidate would bring high or unreasonable risk to our company, we would reject the candidate.

Procedure

We aim for a transparent hiring process that respects candidates' rights. We follow this procedure for background screening:

1. Discuss whether a background check is needed for a position and what the check will include.
2. Make it clear in the job advertisement that a background check is required before employment.
3. When the final candidates (one or more finalists) are selected, we will contact the candidates to get written permission for background checks and explain the process.

4. If candidates refuse to go through background screening, we will inform them that they won't be considered for the position. If candidates provide written permission, background-check providers can initiate the review.
5. Upon receipt of background check results, decide next steps for the candidates and the position.
6. Inform candidates of their decisions and ensure they get copies of their individual background check reports. If there are negative findings, let candidates know how to dispute the report.

Our confidentiality and data protection policies always apply to information background checks uncover.