

RHR Information Services, Inc.

SelectSmart News

Editor's Note

It seems that storms and severe weather are the story all over the country. Our thoughts are with those in harms way.

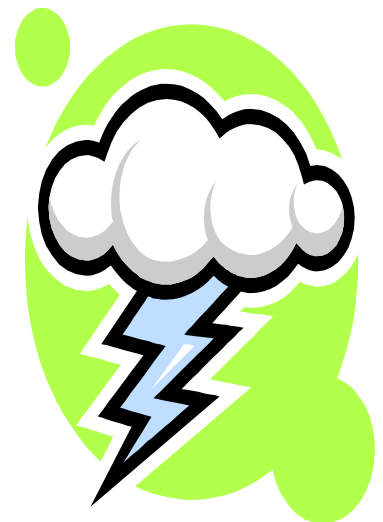
Because of Hurricane Katrina there are several counties/parishes where criminal information is unavailable. See the story inside. The federal government has relaxed the I-9 regulations to help employers of Louisiana and Mississippi refugees. The full story on page 2.

All employers are concerned with lawsuits. Review the story on page 2 that covers the signs that a potential employee could be trouble.

An important aspect of your background checks is the SSN information. Read the story on page 3 to make sure that you understand the information that is being returned. If you have any questions or concerns, contact your RHR Information Services, Inc. Representative.

Elizabeth Army

Client Relations Coordinator



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Speakers Available for Your Next Event

We have experienced speakers available for presentations, workshops, conference calls and web meetings on Employment Background Checks. Based on the available time and needs of the group, typical questions addressed include:

- What are the business and legal reasons for conducting background checks?
- What are the typical elements of a background check?
- What are the most common "red-flags" that pop up?
- What are the common privacy issues, legal minefields, and pitfalls associated with conducting background checks?
- How do we sell management

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MS and LA Criminal Record Availability



With the devastation of Hurricane Katrina throughout the South East and the number of buildings that have been damaged or destroyed, it is obvious that the information we access to create background screening reports may feel the effect as well.

We have been notified that in the State of Mississippi the following counties not only are **not** searchable, but may have had

lasting damage done to their records: Hancock, Harrison, Jackson, Pearl River, Stone, Perry, Forrest, Marion, Wayne, Jones, Pike, Amite, Franklin, Jefferson, Jasper. In the State of Louisiana, the following Parishes are also not only **not** searchable, but may have had lasting damage done to their records: Jefferson, Lafourche, Orleans, Plaquemines, St. Bernard, St. Charles, St. Helena, Tangipahoa, Washington, Iberia,

Vermilion, Saint Tammany.

Our research department is looking in to the availability of information from sources besides the county records to allow some form of criminal inquiry. If you need additional information, please feel free to contact your RHR SelectSmart Representative.

Top 10 Signs You Hired A Lawsuit Waiting to Happen

Lawsuits often catch employers by surprise. An examination of the employee's application shows that an employer could have predicted, well in advance, that they were hiring a lawsuit waiting to happen. By looking for the following 10 danger signs, an employee can avoid hiring a problem in the first place.

“By looking at the 10 danger signs an employer can avoid hiring a problem in the first place.”

#1 Applicant does not sign application. An applicant with something to hide may purposely not sign the application so they can't be accused of falsification later.

#2 Applicant does not sign consent for background check. A consent form protects employers in 2 ways. It discourages applicants with something to hide and encourages candid interviews.

#3 Applicant leaves criminal questions blank. An applicant with something to lose may skip questions about criminal records. Every applicant should ask, in

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I-9 Regulations Relaxed

As many displaced persons in the Hurricane Katrina affected regions are likely not to have access to work authorization documents, the Department of Homeland Security released a statement saying that they will not sanction employers for hiring

Hurricane Katrina victims that are unable to provide documentation that is normally required.

Employers must still complete the Employment Eligibility Verification (I-9) Form but should note that documentation is not available due to Hurricane

Katrina. The Department of Homeland Security will review this policy at the end of 45 days.



Additional Names or Numbers on SSN Product

Below are some common reasons for additional names or Social Security Numbers showing on a report with a Social Security Number Trace.

- If two individuals *jointly* apply for credit, the SSNs and/or names can be mistakenly associated with the other person.
- If an individual's handwriting

is misread then the SSN or name can appear different than the number provided to the employer.

- If an individual is using another person's SSN that person's name can appear as an alias.
- If the applicant has used an alias, legally or illegally changed their name, gotten married, etc, then those

aliases *may* appear on a report.

Remember, name and address information comes from the credit bureau. Whether a SSN is valid, where and when it was issued, etc comes from the Social Security Administration.

For any questions, please contact an RHR Information Services, Inc. Representative.



Airport Screeners Fired

1,208 screeners hired by the Transportation Security Administration to monitor the nation's airports were recently fired. For what? Bad Background Checks. The Transportation Security Administration said that of the 1,208 employees fired, 85 were convicted felons.

According to the Society of Human Resources Management

(SHRM), negligent hiring is not only bad business, but can be a precursor to workplace violence, which can occur in any office, private residence or public building. SHRM recommends that employers decrease the possibility of hiring individuals who have a negative history by re-examining their hiring practices, including reference checking,

credit checks, and security background reviews.

For more information on developing a SMART hiring program, contact your RHR Information Services, Inc. Representative.

“Negligent hiring is not only bad business, but can be a precursor to workplace violence.”

Speaker, continued.

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on the importance of background checks?

- How do we implement a background check program within our organization?

RHR will even customize our presentation to your needs.

Contact an RHR Information Services, Inc Representative for more information or to schedule a presentation today!!



10505 Wayzata Boulevard
Suite 200
Minnetonka, MN
55344

Phone: 888-389-4023
Fax: 888-389-4024
E-mail: earmy@rhris.com



The Right Path to the Right People

Disclaimer: This newsletter has been developed for informational purposes only for use by the customers of RHR Information Services, Inc., and should not be relied upon as definitively accurate. Due to the complex nature of your business, we strongly suggest that you work closely with legal council when making employment related decisions.

Top Ten, continued.

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the broadest terms allowable by law, if the applicant has a criminal record. All applications should ask about misdemeanors as they can be serious offenses as well. If an applicant lies about a criminal record the false application may be a reason to deny employment.

#4 Applicant self-reports a criminal violation. Just because an applicant self-reports an offense, it doesn't mean there aren't other offenses as well.

#5 An applicant fails to explain gaps in employment history. There can be many explanations for gaps in employment history.

If an applicant fails to fully account for the past 7 to 10 years, it can be a red flag.

#6 Applicant fails to give sufficient information to identify previous employers for a reference check. Verifying past employment is a critical tool for safe hiring. Some employers make a costly mistake by not checking past employment. Past employers may not give detailed information but it can show applicant falsification with dates or salary differences.

#7 Applicant fails to explain why they left previous jobs. This can mean that an employee left under uncertain circumstances.

#8 Explanations for employment gaps or termination of employment do not make sense. Things that do not make sense should be carefully examined and discussed in an interview.

#9 Excessive cross-outs or changes. Changes can be an indication that the applicant is making things up as they go along.

#10 Applicant failed to indicate or cannot remember the name of previous supervisor. This can be another red flag as the immediate supervisor is the person that can shed light on past performance.