

Hons Investigations will meet with your organization to assist in setting up your background check program. We will provide you with the FCRA compliant forms that you will need. You can then order your background checks via fax, email or our website and have your results returned by fax, mail or email.

Courts have found in the past that a Due Diligence background check shows that an employer took reasonable steps to check the applicant's background, and because they have done so, they were absolved of negligent hiring lawsuits against them.

On the other hand, many companies have had multi-million dollar judgements granted against them because one of their employees committed a crime while working, and the company had not done a Due Diligence background check.



What is a Due Diligence Background Check?

Hons Investigations will run the social security number of the job applicant; this will show that it belongs to the applicant or show if it is an invalid number. It will also show past addresses of the applicant. (Some applicants will leave past addresses, where they have been in trouble, off their application.) We then search **each county** and **each state** that the applicant has lived in the past 7 years, or since they turn 18, if they are under 25 years old.

What does a background check cost?

To do a background check correctly and thoroughly, the cost varies depending on how many places the applicant has lived.

Social Security Number Trace:	\$6.00
Statewide Criminal Searches:	\$10.00
Countywide Criminal Searches:	\$10.00
Countywide Civil Searches:.....	\$10.00

The first \$5.00 of any court fee is included in the above price, anything over \$5.00 is extra. Most counties and states will not require additional court fees, however states such as North Dakota will cost an additional \$25 for the court fee.

Hons Investigations can also check federal criminal records, driving histories, bankruptcies, reference checks and credit reports.

Hons Investigations is a fully licensed, bonded and insured private investigations agency, licensed in North Dakota and Minnesota, and has been conducting pre-employment background checks, workplace violence and harassment investigations, and employee/internal theft investigations throughout the Red River Valley since 1992.

1-800-450-HONS

Hons Investigations • (701) 775-7704 • www.HonsInvestigations.com
311 South 4th Street • P.O. Box 6315 • Grand Forks, ND 58201



Background Checks

by Hons Investigations

Why perform pre-employment screening?

- ① **Negligent Hiring Lawsuits** - Pre-employment Screening demonstrates due diligence
- ① **Workplace Violence** - History of criminal acts is a major factor
- ① **Unqualified Applicants** - Up to 30% of applications contain material falsehoods
- ① **Time Wasted Recruiting, Training and Hiring the Wrong Applicants**
- ① **Wrongful Termination Lawsuits** - Yes, even if they lied in the hiring process!
- ① **Theft, Financial Loss, Sexual Harassment and other Workforce Problems**



Hons Investigations is available to consult with your organization on pre-employment background screening issues or to speak to your group on these important topics. We are available to present discussions on various topics, including pre-employment screening, the Fair Credit Reporting Act, reference check-

ing, and criminals in the workplace.

Hons Investigations can assist your company in formulating a plan for implementing Pre-Employment Background Checks, provide you with Fair Credit Reporting Act (FCRA) compliant releases and forms, and conduct all your background checks in a professional, thorough and economical expedient fashion.

Pitfalls to watch for in conducting pre-employment background checks:

- Many online companies use databases to search for criminal records. The FCRA forbids this and requires criminal searches be done at the court repositories.
- Many companies hire uneducated "runners" to search the names at the court house and often miss information due to lack of knowledge of the system.
- Many companies offer "nationwide" background checks for low prices. There is no such thing. These "nationwide" searches are a database search of newspaper articles and other compilations of criminal records, but are by no means complete and are not FCRA compliant.
- Many companies will just supply you with the "raw" data, rather than a comprehensive report.
- To many large background check companies you are just a number, there is no customer service, no assistance with questions, etc.

Hons Investigations prides itself in serving companies of the Red River Valley, such as Altru Health Systems, Stadter Center, Ag Depot, City of Grand Forks, Grand Forks Public School System, Alerus Financial and many more. We have been in the investigations, process service and background check business in Grand Forks since 1992.

If your company currently conducts background checks, or you are interested in finding out more about conducting background checks on your new hires, call Hons Investigations or visit our website.

www.HonsInvestigations.com

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