

# 5 Steps to Protect Your Company from Negligent Hiring

## 1 Document & Consider All Job Responsibilities for Every Position in Your Company

Employers who conduct record checks and thorough background screens that also include employment history, skills, and job-relevant competencies when making hiring decisions are rarely held liable.



## 2 Obtain Accurate Records

Be diligent in ensuring the criminal record information is complete and accurate. It is not wise to rely solely on self-reported information. But, allow candidates to review negative information and dispute inaccuracies.

## 3 Conduct Individualized Assessments

Employers should conduct individualized assessments of job candidates to ensure they have a comprehensive view of talents, backgrounds, experiences, skills, and credentials good candidates may present.



## 4 Don't Fail to Investigate

The most common way employers become liable for negligent hiring is by not conducting a background check. Where jobs with heightened risk are concerned, courts expect employers to evaluate applicants' backgrounds before hiring.

## 5 Get Help

The more employers know about evaluating occupational risks concerning all job duties in their company, the more they will be able to hire people that may have a record but will be assets without serious risk of liability.

