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WHITE PAPER

# CONTINUOUS EMPLOYEE SCREENING BEST PRACTICES



Employee background screening is essential to identify potential threats during the hiring process. But once hired, employees are typically not re-checked during their tenure, leaving employers open to insider threat risk.

In this fast-moving world where everything is changing so rapidly, continuous employee screening is a new business best practice used to mitigate risk and protect your business from insider threat, as well as ensure that your customers and partners are receiving the best and safest level of service from your employees and contractors every single day.

Hiring in today's new normal, not only means screening incoming hires, but having continuous, post-hire monitoring as well. This level of screening can alert HR to potential risk, reducing the prevalence of internal threats to your business.

### **WHAT IS CONTINUOUS EMPLOYEE SCREENING?**

Continuous employee screening, sometimes known as continuous employee monitoring or "infinity screening," is the practice of conducting criminal background checks and drug tests for existing employees on a regular or intermittent schedule. The proliferation of screening tools and searchable databases has contributed to this growing trend.

### **WHY INCREASE SCRUTINY OF EMPLOYEE MONITORING NOW?**

In many jobs today, particularly within technology, government sectors, and employees that are part of the gig economy, safety or security concerns are elevated. Continuous employee screening for drug or alcohol abuse, vice crimes or similar offenses becomes highly relevant to job performance.

Majority of companies are trying to balance privacy concerns with mounting pressure to do a better job in rooting out workers who might steal, harass or even commit violent acts in the workplace.

Post-hire threats range from embezzlement, fraud and theft to violent behavior. Depending upon how extensive an employer's pre-screening program at the point of hire, there is always the possibility that they may discover posthire that a person has a record, faked a credential, or committed fraud. If these types of searches weren't conducted, an employer wouldn't know. In order to minimize risk, employers should thoroughly screen candidates using a background screening provider who has a proven track record of quality and compliance.

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## **Occupational Fraud Caused Losses Over \$7 Billion Nationally**

Source: 2018 ACFE Report



# Unidentified Insider Threats Can Have a Profoundly Negative Impact on Companies, Often Resulting In:

- Financial Harm
- Loss of Customer Loyalty
- Loss of Brand Value
- Reputational Damage
- Human Tragedy

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Even when performing a thorough pre-employment background check, it still cannot be assumed there will never be issues with insider threats down the line.

While it is suggested that your company have a policy of employee self-reporting that they would follow if something changed with an employee's criminal record, companies who are best in class should not just rely on employee's self-reporting but leverage continuous background screening technology to protect the business against threats like violence, embezzlement, theft and fraud.

An important note, with the growing number of companies using contract and gig workers, employee self-reporting policies don't apply to these temporary workers, making the business case even greater for continuous employee background screening and monitoring.

## IS CONTINUOUS EMPLOYEE SCREENING WORTH THE COST AND EFFORT?

Short answer: Yes. For the long-term safety of your employees, vendors, and customers, the cost of continuous background screening is worth it. There are currently no cost-benefit studies that directly address whether it's worth undergoing the expense and trouble of starting up a continuous employee screening policy. However, the higher the risks based on the job type or workplace, product or overall levels of security required, the more it matters. Additionally, the human risk means that a single incident resulting in injury or loss of life could be a shadow on your company's reputation indefinitely.

In a 2016 SHRM article, Lucia Bone, the founder of Sue Weaver CAUSE, said that "continuous screening provides employers with a valuable tool to best evaluate their risks and ensure they place their employees in the most appropriate positions." Bone founded the organization to promote awareness of the importance of conducting ongoing criminal background checks on service workers after her sister, Cathy Sue Weaver, was murdered in 2001 by a worker who had not undergone a background check.

## HOW TO IMPLEMENT CONTINUOUS EMPLOYEE SCREENING

Once you've made the decision to adopt a continuous screening policy, your job application forms should make it clear that any material falsehood or omission from the applicant can result in termination, no matter when it is discovered. Your company's employee handbooks should also include language on what will happen if your company's background screen (at any point) discovers falsehoods or omissions post-hire.

For new workers coming onboard when a policy is already in place, continuous screening is less of an issue. However, when you implement it as a new policy, your current employees may have more difficulty accepting it. Your HR team will need to conduct some employee education on the rationale of continuous screening, and show how the policy benefits everyone.

Continuous criminal monitoring services are offered through some background screening providers. Cysive offers a unique, one of a kind solution for the continuous monitoring of employees, delivering both industry leading 24/7 Real Time Crime Alerts and the most accurate, FCRA compliant background screening solution.

It's important to note that The Fair Credit Reporting Act (FCRA), which governs how and when companies conduct background checks, requires employee consent, and if a company plans to discipline or fire a worker based on the findings, it must give the employee an opportunity to review the data for errors or explain any mitigating circumstances. Cysive understands this process from start to finish and can ensure that your company remains compliant throughout a continuous employee screening process.





## ABOUT CISIVE

At Cisive, we are experts in the specific risks and regulations that apply to the financial services and other highly regulated industries. For many years, we have provided tailored solutions to meet the unique requirements of our enterprise clients.

Cisive's service model provides a single, integrated system throughout the globe using complete applicant information and country-specific forms. Cisive returns information to our clients through a centralized system for analysis, quality control, presentation, and billing.

With over 4 decades of experience and expertise in working with many of the world's largest financial services institutions, Cisive's deep insight into employment screening practices and industry knowhow, is unlike any other background screening provider in the industry.

Your business will not only get a background screening provider, but a lifelong partner – a company that stands by their work; protects their clients and provides the consultation and guidance world class act organizations are looking for.

## CONTACT US

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