# Screening Company: Fastrax/Selection.com

**Introduction:** Selection.com is a nationwide Catholic faith-based background check screening company based in Cincinnati, OH for over 30 years. They work with over 40 Diocese/Archdiocese's throughout the United States utilizing their proprietary software. Background checks are stored for 10 years.

## Website: Selection.com

## Contact at Selection.com: Christina Phillips (cphillips@selection.com)

**Invoicing:** Invoiced on the 1<sup>st</sup> and 15th of each month. If preferred, payment can be made online.

### How to order background checks & utilize the Selection.com dashboard:

1. How to video can be accessed here: <u>http://bit.ly/ArchDenver</u>

First time users:

- Contact Selection.com to send a secure Username and PW under your parish.
- You're taken directly to the VIEW REPORTS screen where completed reports are stored.
- The PENDING screen contains reports ordered but not ready for viewing.
- NEW RESULTS screen populates completed reports that have been ordered.
  - When a report has be viewed a green check mark to the left of their name appears.
- FORMS contain a library of forms you may need, including the physical FCRA release forms
- APPLICANT ENTRY is used to view the status of reports ordered, resend/delete authorization forms previously sent and is a place to modify email addresses.

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#### Materials/Content needed prior to start:

- Employee/Volunteer legal name (first/last name) and email address.
- NO EMAIL or COMPUTER: If an Employee/Volunteer/Money Handler does NOT have an email address or computer, follow the instructions under NO EMAIL ADDRESS or COMPUTER.

### How to enter a new request for a background check:

- Click on NEW REQUEST in the Dashboard Menu in the upper right-hand side of screen.
- Per Archdiocesan Policy, select the -APPLICANT ENTRY for either an employee, volunteer or money handler under the Combined Report menu on the left. This report prompts the employee/volunteer to sign a release form prior to running the background check per FCRA Compliance and allows for all CRIMINAL Reports to be run.

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- Once an employee/volunteer report-applicant entry is selected, click on > Send to Applicant
- Proceed to fill out the Send to Applicant fields as shown below.
- TO BE NOTIFIED WHEN THE REPORT IS COMPLETED: choose this option under DELIVERY

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## NO EMAIL ADDRESS OR COMPUTER

If the employee, volunteer, or money handler does NOT have an email address or computer:

- Obtain a physical signed background authorization form
  - Log in to Selection.com > Forms > FCRA Disclosure
  - Employee, Volunteer or Money Handler must fill out the form and return to you.
- To order the report, log in and select >NEW REQUEST > select EMPLOYEE REPORT only (NOT the Applicant Entry type) under Combined Reports. Manually fill out the appropriate fields from the content provided on the release form.

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# **CUSTOMIZING REPORTS**

There are options to select individual report add-ins to the combined criminal reports. The most common are:

- Credit report
- Education verification
- Employment verification
- Motor Vehicle Report
- NOTE: Money Handlers Combined Reports already include a credit report.

EXAMPLE: For a volunteer that will be driving children, select both the Volunteer Report-Applicant Entry under Combined Reports, then select Motor Vehicle Report under Individual Reports.

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# LEGAL COMPLIANCE

# FCRA Compliance (Fair Credit Reporting Act

- FCRA requires a signed authorization release prior to running the background check, either online or through a physical release form.
- **DECISION NOT TO HIRE** based on Background check content:
  - o > FCRA > [enter SSN#] > SEARCH
  - Click on Pre-Decision Letter for the person affected. This letter warns the employee, volunteer or money handler may not be hired, attaches a copy of their background check and a copy of their consumer rights. MAIL this letter to the person affected.
  - 5 days after the Pre-Decision Letter has been sent, send the Adverse Action Letter. This states that the person affected CANNOT be hired based on the background check content and to notify Selection.com for questions.
  - CALL SELECTION.COM with questions on this process.

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