

# PRAESIDIUM

## Adverse Action Process Checklist

When using information in a background check to deny employment or volunteer placement organizations have specific responsibilities under federal and sometimes state/local laws. Developing a program within your organization for handling these situations is vital. Praesidium is here to help, and we've created a simple checklist for your organization as you create or modify your programs.

- Understand the organization's obligations under federal law related to adverse action
- Determined if any state or local laws impact adverse action in our area
- Reviewed adverse action materials (pre-adverse and adverse action letters)
- Determine if additional state/local notices are required
- Determine which individuals in our organization can make hiring/volunteer placement decisions
- Trained individuals with hiring/placement authority on the adverse action process, including federal guidelines from the Equal Employment Opportunity Commission
- Documented and distributed hiring policy
- Created procedures to document adherence to hiring policy

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