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- ii. **Record-Keeping Review:** A review of background check records to ensure proper documentation and secure storage.
 - iii. **Confidentiality Measures:** An assessment of confidentiality measures to ensure background check results are protected and accessed only on a need-to-know basis.
 - iv. **Compliance Verification:** Verification of compliance with consent forms, disclosure statements, and adverse action notices as required by the FCRA and Ohio laws.
- c. **Interviews:** Interviews with HR staff and hiring managers to assess their understanding of the background check policy and their adherence to procedures.
- d. **Audit Findings:** The findings of the audit will be documented in a detailed report, highlighting any instances of non-compliance or areas for improvement.
- e. **Corrective Actions:** Corrective action plans will be developed and implemented to address identified issues. The Compliance Officer will monitor the progress of these actions to ensure timely resolution.
- f. **Audit Frequency:** Periodic audits will be conducted annually, or more frequently if significant changes occur in legislation, best practices, or organizational structure. Additional audits may be conducted as needed based on identified risks or compliance concerns.

Forms and Templates

ITEM 1: Background Check Consent Form

ITEM 2: Pre-Adverse Action Notice

ITEM 3: Rights Under the Fair Credit Reporting Act (FCRA)

ITEM 4: Final Adverse Action Letter

Note to Readers

Thank you for exploring this sample of our work. In order to maintain the brevity of our online showcase, we've provided only a selection from this piece.

Should you be interested in viewing the complete work or wish to delve deeper into our portfolio, please don't hesitate to reach out. We're more than happy to provide extended samples upon request.

Thank you,
The Write Direction Team