

EMPLOYEE BACKGROUND CHECKS: INSTRUCTIONS

As a member of the Michigan County Road Commission Self-Insurance Pool, you are eligible to request five (5) Background Checks per coverage year at no charge, including the optional Employment and/or Education Verification. After the initial five reports, additional Background Check Reports will be assessed a fee, with an additional charge for the optional Employment and/or Education Verification.

1. Complete the Background Check Request Form (an email address for each applicant is required). The applicant must also complete and sign the Credit Report Authorization Form.
2. An Education and/or Employment Verification may be conducted at your request. Should you choose to complete either Verification, please allow additional time for your Background Check results. Completion of either Verification is dependent upon Educational facility and/or Employer response.
3. Please be sure to have an authorized individual of the Road Commission sign all Forms.
4. Submit the Member Background Check Request via e-mail to claims@mcrsip.org.
5. You will receive a One Drive link from Henn Lesperance to securely submit all Forms. Please be sure the applicant has fully executed all applicable releases.
6. When the background report is complete, Henn Lesperance will provide a secure One Drive link to retrieve the final report.
7. Complete the Pool's feedback survey that will be emailed to you upon completion of the Background Check.
8. **ADVERSE ACTION INSTRUCTIONS:**

To comply with the Fair Credit Reporting Act (FCRA), the applicant will be advised that some of the information contained in the final report may form some part of a basis for the Road Commission's hiring decision.

Henn Lesperance will supply each applicant with the report, together with a written notice advising the applicant that he/she will have five (5) days to contact the Road Commission if any information is incorrect. The applicant will be instructed to provide to the Road Commission—within that same five [5] day period—any additional material intended to explain or disprove the information contained within the report.

If the Road Commission ultimately declines to extend an employment offer following the five-day period and based in part on information contained in the report, you must notify Henn Lesperance of this final decision. Henn Lesperance will then send a written notice of adverse action to the applicant.

Please note that it will be your responsibility to notify the applicant of the hiring decision. If the decision is adverse and based in part on the report, Henn Lesperance will send the necessary documentation to maintain compliance with the FCRA.

9. We ask all Road Commissions, please do not retain copies of personal information and dispose of the documents appropriately.

