



U.S. Department of Transportation  
Research and Special Programs  
Administration

## Guidelines for Conducting an Employee Background Check

√	<b>Gaps in employment</b>
√	<b>Frequent job changes</b>
√	<b>Check all names used by the applicant</b>
√	<b>Type of military discharge</b>
√	<b>Citizenship</b>
√	<b>Present and prior residence information</b>
√	<b>Personal references</b>
√	<b>Criminal history</b>
√	<b>Verify US citizenship for all employees</b>
√	<b>For non-US citizens, verify that all immigration papers are on file and properly documented</b>
√	<b>Include fingerprints and photos in the personnel file</b>
√	<b>Conduct interviews with potential employee</b>
√	<b>Use the interview to appraise personality, character, motivation, honesty, integrity, and reliability</b>
√	<b>Report any suspicious information to your company's security department</b>