RESOURCES FOR ONBOARDING AND EMPLOYMENT SCREENING

Millions of Americans work in professions that support critical infrastructure. These are positions of special trust and responsibility, which are vital to their organization. Critical Infrastructure owners and operators seeking to fill these sensitive roles can safeguard against potential insider threats by conducting appropriate background checks on their prospective new hires.

Organizations should develop pre-employment screening policies that identify unsuitable factors relevant to each open role, grounded in both the assessed level of risk and the operational environment. Employers should involve legal counsel to ensure any policies developed are in accordance with state and federal law. Screening checks on potential employees can include (but are not limited to) verification of official identification documents, consultation of state and national-level records, and substantiation of an individual's prior experiences. When conducting these checks, it is crucial that organizations include temporary contractors, third-party vendors, and any persons with access to their workspace—not just full-time employees.

> Employers in the critical infrastructure community will have potentially different concerns about an individual's suitability based on their industry standards, guidelines, and own risk tolerances. Any findings uncovered during an individual's background screening should be evaluated on a case-by-case basis, and in accordance with the established policies of the organization and applicable laws. Personally Identifiable Information (PII) should be handled and stored in accordance with relevant safeguards and organizational procedure for PII.

IDENTITY VERIFICATION AND PERSONAL HISTORY

Validation of an individual's historical information and confirmation of their identity are important parts of any background check. Inspecting and cross-referencing a combination of the various documents listed below can help provide identity verification to employers.

- **Driver's License**
- **Passport**
- **Birth Certificate**
- **School ID and/or Education Records**
- **E-Verify**
  www.e-verify.gov/
- **Current and Previous Home Addresses**
  Utility bill; Mortgage/rent bill

- **Military Service**
  Military ID; DD-214; Military Personnel Records

  www.archives.gov/personnel-records-center/military-personnel

- **Professional and Personal Reference Checks of the Subject Individual**

> Speaking with an individual's current and prior references can offer valuable insights into the individual's character, work history and any pertinent information about their fitness to hold a position of sensitivity.
>
> Professional references are those who worked with the individual in a formal capacity, such as supervisors or coworkers. Personal references are those that may not have worked professionally with the individual but can attest to their character.

RECORDS CHECKS

Consulting local, state, and national-level record repositories can provide important insights into an individual's historical or ongoing interactions with the legal system. Note that some services are fee-based, may not be available in every state or municipality, and that certain records checks may require written consent of the individual to be released to an employer, or can only be released directly to the subject.

- **FBI's Criminal Justice Information Services' (CJIS) Identity History Summary Check** www.fbi.gov/services/cjis

- **Public Access to Court Electronic Records (PACER)** www.pacer.uscourts.gov/

- **State Trial, State Appellate, and State Supreme Courts Online Dockets**

- **Department of Public Safety or State Police Criminal Records Checks**

- **Local law enforcement records checks**

- **Online Driving Records**

- **Incarceration Records**

  Federal Bureau of Prisons www.bop.gov/

  National Institute of Corrections www.nicic.gov/

  State and local departments of probation and corrections

  Municipal jail records

- **Dru Sjodin National Sex Offender Public Website** www.nsopw.gov/

- **Verification of Professional Licenses**

- **Drug Testing**

- **Credit Check**

> Consider the information in this product within existing laws, regulations, authorities, agreements, policies, or procedures, **including anti-discrimination laws.** This document should not be construed as providing any organization with authorities to perform activities that they are otherwise not able to perform under applicable law, regulation, and policy. **For more information on anti-discrimination laws in records checks, see** eeoc.gov/arrestandconviction.

> After establishing pre-employment screening policies, organizations should consider important steps to mold the onboarding process for new employees. Onboarding practices could include requiring training specific to organizational policies, security procedures, and conduct - as well as potentially establishing probationary periods to monitor initial performance.

ADDITIONAL RESOURCES

These products provide additional guidance, training, and key insights related to the safeguarding of your workforce from malicious insider threats, potential suspicious indicators in the workplace, and violence prevention strategies.

- **Federal Bureau of Investigation** Electronic Tip Form www.tips.fbi.gov/

- **National Insider Threat Task Force** www.dni.gov/index.php/ncsc-how-we-work/ncsc-nittf

- **Homeland Security Digital Library** www.hsdl.org/c/

- **CISA's Insider Threat Mitigation Guide** www.cisa.gov/resources-tools/resources/insider-threat-mitigation-guide

- **CISA's Insider Risk Mitigation Program Evaluation (IRMPE) Tool** www.cisa.gov/resources-tools/resources/insider-risk-mitigation-program-evaluation-irmpe

- **CISA's Conflict Prevention Resources** www.cisa.gov/topics/physical-security/non-confrontational-techniques

- **CISA's Preventing Workplace Violence: Security Awareness Considerations Infographic** www.cisa.gov/resources-tools/resources/preventing-workplace-violence-security-awareness-considerations-infographic

- **Federal Personnel Vetting Core Doctrine** www.federalregister.gov/documents/2021/01/13/2021-00547/federal-personnel-vetting-core-doctrine