

**Presenter Biography:** Carolyn Busse Klemett

A native of Wisconsin, Carolyn received a Bachelor of Science degree from the University of Wisconsin-LaCrosse. She became interested in Human Resources while employed with Dayton-Hudson (now Macy's) where she was the Personnel Representative and Trainer. Carolyn has been actively employed in the Human Resources field for over 20 years. As an HR Generalist, she has worn many hats and she feels that her current association with Corporate Intelligence Consultants is a logical extension of her H.R. experience and allows her to bring an "I've walked in your shoes" perspective to CIC's Pre-employment Screening clients. Carolyn has presented at the Walsh College HR Summit, is a member of the NOHRA and FAHRA SHRM Chapters in NW Ohio and has been a member of SHRM for over 20 years.

**Program Description:**

*Title: Background Screening Tips to Help You Stay on the Compliance Highway – Shortcuts Could be Costly*

This presentation will cover the basics of background screening when using a 3<sup>rd</sup> party provider. Key components will be a discussion of the laws governing background screening, specifically the FCRA and EEOC, and the most common compliance issues facing employers. Key areas will include the Adverse Action process, the growing Ban the Box movement, and the Notice and Consent form and accompanying FCRA Summary. At the end of the presentation, attendees will be able to return to their workplace with a greater understanding of FCRA and EEOC and how it affects the hiring process when using a third party background screening service. Attendees will be given information on the areas with the greatest potential for class-action lawsuits with an emphasis on making the necessary changes to be compliant.