

Wonder Why A Hiring Company Wants To Check Your Background?

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By Jan Maxwell

Over 90% of companies run some type of background check on their job applicants.

Pre-employment screening can be expensive and time-consuming, but most companies feel it is an essential part of the hiring process.

Here are the top five reasons why a company will take a good look at you before making a hiring decision:

1. Fraud - It's estimated that over half of all job applicants lie on their resumes and job applications each year. Education leads the list, with over half a million people in the U.S. falsely claiming to have college degrees. Many people enhance their job titles, stretch dates to cover employment gaps and even invent employers. By running a complete background check, a company can quickly verify if an applicant is telling the truth.

Veritas asked CFO Kenneth Lonchar to resign following the discovery that his claim to an MBA from Stanford University was phony. George O'Leary, hired as Notre Dame's head football coach, lost his job when it was revealed that his resume contained falsehoods.

2. Criminal Activity - No company wants to hire an individual who will bring crime into the workplace. Some two million Americans are victims of workplace violence every year. Many companies face theft, embezzlement and drug use by employees on a regular basis. In addition, the terrorist attacks of 9/11 have caused many employers to take a more careful look at their hires.

A complete background check will usually let a company know if an applicant has a criminal record. Not all people with criminal records are hiring risks, but pre-employment screening allows the employer to make an informed hiring decision.

3. Negligent Hiring Lawsuits - A company can be held responsible for the actions of its employees if it fails to conduct a background check prior to hiring someone. Lawsuits for negligent hiring are one of the fastest growing areas of litigation. Industry experts say that employers lose almost 80% of these cases.

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Seeking to protect themselves from multimillion dollar jury verdicts and enormous legal fees, companies are now very cautious about who they hire. They know that one bad hiring decision can dramatically hurt a company's finances and reputation.

4. Recruitment Expense - Finding qualified applicants for a job costs time and money. Managers who are looking for new employees must spend their valuable time developing and placing ads, sorting through resumes and interviewing applicants. After a long recruiting process, a company wants to be sure that they have selected the right applicant. They don't want to repeat the process all over again.

5. Federal & State Laws - Background checks are required for many state and federal jobs. For example, most states must run a criminal background check on anyone who works with the elderly, the disabled or with children. Many federal jobs require an extensive investigation for those trying to get a security clearance.

Whatever the reason, the chances are excellent that a hiring company will want to look into your past. The best thing you can do is to be prepared when it happens.

Jan Maxwell is the author of "A Job Hunter's Secret Weapon: How to Survive a Background Check and Get the Job You Really Want"

<http://www.jobhunterssecretweapon.com>

. It's the first book that takes job

applicants inside a real background check and shows them how to fill out a job application that will sail through pre-employment screening.

I Don't Need A Resume - I Can Tell Them What I Do When I Get There

By Ann Baehr

Gone are the good old days when you could walk in off the street and speak with the hiring manager for a competitive position. Although some companies still operate that way, a resume is usually required first.

Pretend for a moment that you are a hiring manager. The receptionist knocks on your office door and announces that Mr. Smith has arrived to interview for the currently advertised pharmaceutical sales representative position. Baffled, the hiring manager states that there must be a misunderstanding because she never scheduled Mr. Smith for an interview. She instructs the receptionist to tell Mr. Smith to forward his resume and cover letter to express his interest in the company and the position.

Some people might think the hiring manager should have interviewed Mr. Smith since he showed an effort to apply for the position. Others would have done exactly what the hiring manager did. Why? Because she didn't know anything about this candidate. She would have been unprepared to address

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his qualifications without having had the opportunity to review his resume beforehand. What's more, she really didn't understand what his situation was or if he even qualified for the job. For example, does he have a required bachelor's degree? Does he have sales experience? Is his background in bio chemistry, pharmaceuticals or in medical equipment sales? Is he a job-hopper? Was he out of work for many years? Is he changing careers? Did he recently relocate? These are all very important factors to consider when trying to paint a picture of a candidate to get a feel for who they are and how they would be a good fit for the company.

This is why it is so important that a resume is sent first so that the hiring manager can PRE-QUALIFY a jobseeker. This saves a lot of time and hurt feelings. After all, why would the hiring manager want to spend a half hour interviewing a candidate that does not qualify for the position? If every unqualified candidate showed up unannounced and was interviewed, there wouldn't be time to interview the qualified candidates! Believe it or not, there are still occasions when a resume is not needed. But, that is only when a company invites applicants to fill out a job application form or if there is a mutual acquaintance who puts in a good word for the candidate, and the hiring manager schedules and interview without needing to see a resume. Keep in mind, the hiring manager has been introduced already by the mutual acquaintance who has done the job that the combination of a resume and cover letter -- the dynamic duo -- is intended to do: to introduce them to the reader and to provide a professional background and expressed interest in a company and a particular position.

Ann Baehr is a CPRW and President of Best Resumes of New York. Notable credentials include her former role as Second Vice President of NRWA and contribution to 25+ resume and cover letter sample books. To learn more visit

<http://www.e-bestresumes.com>

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