



Dear Brenda,

Autumn leaves are beginning to swirl in the breeze and morning dew rests heavily on the grass. School busses share the road with commuters once again and stores are stocking up on winter gear and piles of Halloween candy. Surely, that means one thing: Winter is on it's way! We talk a lot about being prepared for the next season with our families and friends and that's the way it should be with your business interests, too. In this month's issue, we talk about IRA Contributions. We also talk about Background Checks for your employees. Are you planning appropriately for the next season of growth in your business? Read on to find out more...

Did you notice that we've added a new section: Client Spotlight? If you would like to be in our Client Spotlight section, email your logo and a brief description to info@carterusa.us. Please understand that we will do our best to accommodate everyone, but it is based on available space and first come, first served.

We look forward to hearing from you and better yet - shining the spotlight on your business!

Client Spotlight

WEAVER CREEK

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Carter Financial Group, LLC provides clients with the tools to make INFORMED business decisions. Whether you're just beginning, or have been in business for awhile, our Business Consulting Professionals can help.

From concept to maturity, we understand the various stages and obstacles companies face in growing and sustaining their business. Let us partner with you for your success!





visit us online at
www.carterusa.us

~

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Weaver Creek is, first and foremost, a ministry devoted to adding souls to the kingdom of God. Secondly, they strive to encourage and support others in their community and the body of Christ. The band combines a sold out love for Jesus with blends of Country, Blues, and Southern Rock genres to create a fresh, unique sound.

Booking information:
Brandon Carter or Tim Rowland - (907)529-0062

There's Still Time to Contribute!

HUMAN RESOURCES: **Are Background Checks OK?**

A simple answer regarding background checks may be difficult to obtain. Background Checks are useful tools for employers in hiring and promoting the most qualified people. They can help identify and screen out those candidates who have given inaccurate information on employment applications, or who might present a risk of violence or theft in the workplace. Employers conducting background checks are generally seeking information that will provide insight into an employee's general character and suitability for a particular position. The types of information that may be obtained through background checks include:

- Verification of Social Security number and past addresses
- Criminal and civil records searches
- Driving records

- Credit history
- Verification of education and past employment
- Verification of professional licenses
- Reference checks
- Bankruptcy and workers' compensation records
- Military service records

However, background checks are costly, and various state and federal laws regulate an employer's ability to collect and use certain types of information in employment decisions. In addition, regardless of the type of information the employer plans to gather, following are certain basic rules employers should follow:

- During the hiring process, background checks should be limited to only those applicants who have received a conditional offer of employment (conditioned on successful completion of the background check and any other preemployment screening).
- Information sought in a background check should be job-related (i.e., the employer does not necessarily need a driving record for an employee who will be working as a word processor and is not expected to operate a company vehicle).
- Information obtained during a background investigation must be kept confidential and should only be distributed to the appropriate human resources manager or the hiring manager. Keep all records under lock and key at all times.
- To avoid claims of discrimination, background checks must not be done on a selective basis; if background checks are conducted for a particular position, then all applicants who receive a conditional offer of employment for that position should be subjected to a background check. Employers must avoid conducting background checks only on those applicants who have something they consider suspicious on their applications.¹

In Alaska, State law requires background checks for some types of employees such as Teachers, School Bus Drivers, Security Guards and Healthcare workers in certain environments. Employers in Alaska must comply with laws concerning arrests and convictions, criminal background checks, and driver's record information. There are many cautionary tales surrounding background checks; however, done properly and in full compliance, you may save heartache for you and your employees down the road.

For additional information on how we can assist you with your HR Strategies, contact us today at bcarlson@carterusa.us

1. Excerpt from *How and When Should Background Checks Be Conducted* - BLR White Papers

Sincerely,



