# Background check email

Send it right after the candidate accepts a contingent offer, or at the point in your process where your policy and local fair chance laws allow a check. Send it the same day for hourly roles, since checks are usually the longest step before a start date.

## CONSENT REQUEST AFTER OFFER

**Subject: Next step for your [Job Title] offer: background check**

Hi [First Name],

Thanks again for accepting our offer for [Job Title]. As mentioned in your offer letter, the offer is contingent on a background check.

Here's what to expect:

- Our screening partner, [Screening Company], will email you from [Sender Address] with a link.
- You'll review a disclosure and authorization form and enter the information they need.
- The check covers [e.g. identity verification, a 7-year criminal history search, employment verification for the last 5 years, and education verification].
- It usually takes [Number] business days once you've completed the form.

Please complete it by [Deadline] so we can keep your start date of [Start Date].

If anything in your history might come up, you're welcome to tell me or the screening company about it in advance. We look at each result individually, in light of the job.

Any questions, just reply here.

[Your Name]
[Title], [Company]
[Phone Number]

## REMINDER TO COMPLETE CONSENT

**Subject: Reminder: background check form for [Job Title]**

Hi [First Name],

A quick reminder to complete your background check form from [Screening Company]. We haven't received it yet, and we need it by [Deadline] to keep your start date of [Start Date].

If you can't find the email, check your spam folder for a message from [Sender Address], or reply here and I'll have it resent.

Thanks,

[Your Name]
[Title], [Company]

## CHECK IS TAKING LONGER

**Subject: Update on your background check**

Hi [First Name],

I wanted to give you an update. Your background check is still in progress. The delay is on [e.g. a county court record search / verification with a former employer], which can take a few extra days and isn't a reflection on you.

Right now we expect results by [Expected Date]. [Your start date of [Start Date] is still on / We may need to move your start date to [New Start Date].]

I'll email you as soon as I hear more. If a former employer or school asks you to authorize a release, please respond quickly; that often speeds things up.

[Your Name]
[Title], [Company]

## HIGH-VOLUME / HOURLY

**Subject: [First Name], complete your background check to lock in [Start Date]**

Hi [First Name],

You're almost there. To start as a [Job Title] on [Start Date], please complete your background check form today: [Screening Link]

It takes about 10 minutes on your phone. Have your Social Security number and the addresses where you've lived in the last [Number] years ready.

The [Start Date] class is full once seats are cleared, so please finish it by [Deadline].

Questions? Text [Text Number].

[Company] Recruiting Team

## SUBJECT LINE IDEAS

- Next step for your [Job Title] offer: background check
- Action needed: background check authorization
- Your background check with [Screening Company]
- Reminder: background check form for [Job Title]

- Update on your background check
- Complete your background check to keep your start date
- Background verification for your [Company] offer

### SMS / WHATSAPP VERSION

Hi [First Name], it's [Your Name] at [Company]. To keep your [Start Date] start date for [Job Title], please complete your background check form from [Screening Company] by [Deadline]: [Screening Link]. Questions? Reply here. Reply STOP to opt out.

Placeholders to replace: [First Name], [Job Title], [Screening Company], [Sender Address], [Screening Link], [Number], [Deadline], [Start Date], [New Start Date], [Expected Date], [Text Number], [Your Name], [Title], [Company], [Phone Number]