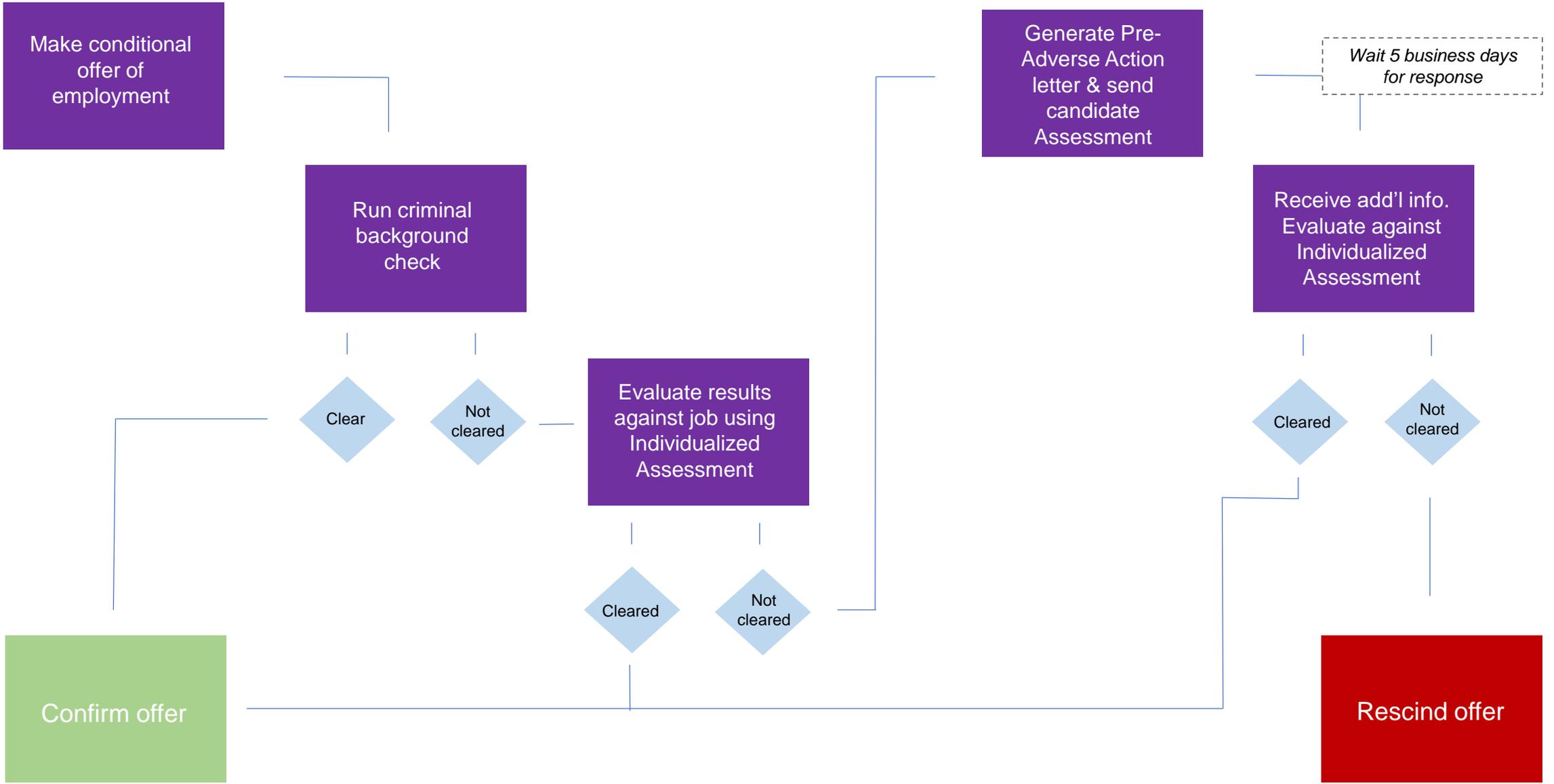


# California Ban the Box Process Workflow



## California Ban the Box Process Workflow (cont.)

Overview of required process to review and respond to negative information that appears in a background check

- use an Individualized Assessment Form to determine if the information directly affects the ability of the applicant to do the job (this is one of the reasons you need a good job description); consider the nature of the conviction, how it does or does not impact responsibilities of the job, and how much time has passed since the conviction
- if the information is impactful, generate the background check company's Pre-Adverse Action letter, which notifies the candidate something was found and provides a copy of the report
- provide the candidate written notice of the preliminary decision to rescind the offer, a copy of the Individualized Assessment, and inform them they have 5 days to respond (if you are notified in a timely manner that the candidate disputes the conviction history, you must give them an additional 5 days to respond)
- if the applicant provides any information or documentation, you must consider the new information and conduct another Individualized Assessment of the proposed adverse action
- if you still feel the information disqualifies the applicant, you must again provide a notice that you are rescinding the offer, and a copy of the new Individualized Assessment
- keep all documents and information on file for up to 3 years