

# Steps to Conduct a Background Check Yourself

Create a file for each candidate. At the interview, ask for the following information and use this information in your search:

- Ask for three references and call them all. At least two of the references should be from former employers.
- Talk with informal sources. Don't hesitate to contact the "friend of a friend" who originally suggested the person.
- Meet with the person either at your home or at a nearby restaurant or coffee shop. During the face-to-face meeting with a potential candidate, invite the care recipient to participate when appropriate. One family caregiver suggested that if the prospective attendant spoke only to her and ignored her mother-in-law, she knew the attendant wasn't compassionate enough.
- Ask to see a photo identification card such as a valid driver's license or passport. Other valid forms of identification (ID) include: Department of Motor Vehicles ID card, Green card, Military ID card, Immigration card, Alien Registration card, or a valid out-of state Driver's License. Write down the number on the ID card. If the attendant will be providing transportation, get proof of a clean driving record by calling the DMV and verify license, insurance, and car dependability. Don't be afraid to ask for a test drive.
- Record the attendant's full name, birth date, address, and phone number, and Social Security number on the ID card. Ask for a current address and any other city and/or state where they have lived in the last ten to 15 years.
- If the person claims to be licensed, check with the licensing body, e.g. the Board of Nursing.
- Ask the aide to sign (1) a waiver of confidentiality allowing you to view their personal history information, and (2) a waiver allowing you to run a credit check. If the prospective attendant is not willing to sign a form allowing the families to review personal records, the attendant is probably not a suitable candidate for hire. These forms can be downloaded from the internet.
- Use an online people search website (for example [www.backgroundcheckgateway.com](http://www.backgroundcheckgateway.com)) to confirm the information the worker has provided to you is correct. One can pay \$10 to \$100 to research someone's history, including criminal history, online. Just know that in California, all records are not available due to protections under state code. (See the California Penal Code 11105.3.)