

Social Media Flagged Results Policy

This policy is followed when a background screening report for a potential employee, board member, volunteer, ambassador, or contractor is returned with a flagged result.

Step One:

Once the flagged results are received the CAO will notify the COO and CDO (n/k/a the group) to schedule a meeting to review and discuss the findings.

Step Two:

During the meeting the group will determine if the flagged behavior listed falls under the following categories: Illicit Drugs, Intolerance, Sexually Explicit, Theft/Fraud, and Violence. Review for the context of the post. Try to determine if the person has posted the content or liked the content or liked, shared, or commented on the original content.

Step Three:

The group must come to a unanimous decision to move forward with the candidate, after researching the offensive content, any context, and its recency. If that decision is reached, the next steps with the candidate will be as follows:

1. CAO has a conversation with candidate about flagged content. Provides guidance on removing the content and expectations of their social media behavior while representing GOA as an employee, board member, volunteer, ambassador, or contractor. A copy of the findings is provided for their record.
2. The candidate will be given 7 days to remove the content or make the account private and provide the CAO with an update.
3. The social media report will be run a second time 48 hours after candidate confirms removal of offensive content. This will ensure the content has been removed as requested and no flagged content exists.
4. The CAO will notify the candidate they have passed all background screening checks and will begin the onboarding process.
5. The rationale for the decision will be documented and retained in the background check file.

Step Four:

The group is unable to come to a unanimous decision to move forward with the candidate. The next steps with the candidate will be as follows:

1. CAO reaches out to Caitlin Rogers with Social Intelligence to provide additional guidance on proceeding with the adverse action flagged.

2. Based on the recommendations made by Caitlin follows up with the group to share and determine the next steps.
3. CAO has a conversation with candidate about flagged content. A copy of the findings is provided for their record. If this is for a board member the Chapter Board Recruiter has in their pipeline, a follow up with the Chapter President or Nominator will need to occur and the following will be communicated:

Communication to Chapter President or Nominator

“Unfortunately, we are unable to move forward with _____ candidacy as he/she did not pass the background screening. I am unable to provide the specific information that prevents the candidate from being placed on the board. We have communicated this information to the candidate”

Communication to Candidate

“Thank you for your interest in the Gift of Adoption Fund board position. After careful review of your background check results, I am sorry that we are unable to proceed with your board candidacy at this time based on the flagged content. If you believe this information is inaccurate and wish to provide documentation to that effect - please let me know.

4. The rationale for the decision will be documented and retained in the background check file.