DECISION REVIEW WORKSHEET

Internal use. A final decision has not been communicated by this worksheet. Record outstanding eligibility, document and receipt facts before preparing a final notice.

Applicant: Alex Example. Position: Example role. Relevant worksite or property jurisdiction: IL.

Document which report influenced the decision, all reporting agencies and whether a qualifying numerical credit score actually contributed. For an ordinary employment action based on a consumer report, provide the applicant a copy of the report relied on and the current federal Summary of Rights before a final decision. Document an actual opportunity to review and respond. A signed release alone cannot establish this step. Confirm applicable record-use restrictions, permitted timing, written assessment, eligible records, delivery of required copies, response opportunity, any accuracy challenge, consideration of the response and separate final notice.

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