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: WA. Additional jurisdictions remain unresolved. Identify where the work is performed or the property is located, and any applicable applicant or employer connections. 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.

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