Background Checks--Faculty, Renewable Academic Staff and Classified Staff

Department receives authorization to recruit.

L&S Background Check Coordinators (BCC's)
--Faculty, Joyce Helt
--Academic Staff, Daun Wheeler
--Classified Staff, Mary Nuzzo
--Grad assts, Short-term academic staff, Shirley Holt

Dept Files PVL (Academic or Faculty) or enters position vacancy in CHRIS (classified staff).
PVL system will have standard language re: background checks.

Dept Advertises position. New: All vacancy announcements must include the standard language "**Employment will require a criminal background check."**

Dept follows standard process for selecting candidates and conducting interviews.

Faculty
--Department selects finalist
--Request permission to hire from Associate Dean
--Assoc Dean notifies dept when approved
--NEW: Dept contacts candidate that an offer is pending, contingent on a background check
--NEW: notify Joyce Helt that candidate has been informed of background check and provide, to Joyce, their name and email address
-- Dept prepares draft offer letter

Academic Staff
-- Department selects finalist
--NEW: Dept sends resume, draft offer letter & email address of finalist to Daun Wheeler for review.
--NEW: Dept notifies finalist that offer is pending, contingent on a background check and that an email consent will be coming from Hire Right.
--NEW: Dept notifies Daun of finalist's acceptance contingent upon the background check
--NEW: Daun conducts the background check
--NEW: Once a satisfactory background check is completed, Daun approves the appointment letter and faxes letter to dept

Classified Staff
--Department selects finalist
--NEW: Dept sends resume & email address of finalist to Mary Nuzzo for review
--NEW: Mary contacts dept with authorization to make an offer contingent on the background check
--NEW: Dept notifies finalist that offer is pending, contingent on a background check and that an email consent will be coming from Hire Right.
--NEW: Dept notifies Mary of finalist's acceptance contingent upon the background check
--Mary conducts the background check
--Mary prepares the appointment letter

Based on CV or resume and type of position, the Dean's office BCC will determine the level of background check to be conducted (in-state, out-of-state, international) and the vendor (Hire Right, Dept of Justice, etc.)

Dean's office BCC initiates consent form process. In most cases that will involve notifying the finalist that they will be receiving a message from Hire Right to consent to a background check. In some cases, and especially for faculty, the BCC will send a consent form to the candidate and ask them to complete and return it to the BCC. NOTE: If an individual does not consent to a background check then he/she can no longer be considered for the position.

Consent form is completed, and background check is initiated. BCC monitors status, keeps records and reviews results. Background checks can take half an hour or 2-3 days or possibly longer.

BCC is required to discuss with OHR (Office of Human Resources) when pending or conviction of either a felony or misdemeanor is discovered. If non-criminal pending charge or conviction, BCC must consult with OHR before using results to deny employment. Initially, all discoveries must be discussed with OHR.

BCC will notify dept when background check is completed and whether or not an offer can be made. Offers will not be made until the background check is completed.
If an offer is being denied due to the background check then the candidatea must be notified and given 7 days to respond.

8/21/2009