

## STAFF BACKGROUND CHECK POLICY AND PROCEDURE

### **Purpose:**

The University conducts background checks to promote a safe work environment and to assist those hiring in making prudent employment decisions based upon comprehensive job-related information.

### **Policy:**

All candidates for employment with the University must authorize a lawful background check as part of the application packet.

The University conducts background checks on all non-faculty job candidates, including temporary job candidates. All background checks are conducted by a third-party service provider (vendor) and generally consist of a criminal background check. Depending on the duties and responsibilities of a position, additional types of information the vendor may collect include, but are not limited to, education and employment history verification, credit checks, and professional and personal references, depending on the requirements of the position. This process is conducted to verify the accuracy of the information provided by the candidate and determine his/her suitability for employment at the University.

University background checks comply with all applicable federal and state laws, including the Fair Credit Reporting Act and the California Investigative Consumer Reporting Agencies Act.

An offer of employment is contingent upon:

- Social Security Number – Verification.
- Sex Offender/Criminal Conviction Record – Check.
- **NEW HIRES:** Criminal background checks are required for all new hires. This includes all full-time, part-time, provisional and temporary employees. New hires may start work after the background check has been initiated, but before the check is completed. Continued employment is **contingent** upon the successful results of the background check. The criminal background check does not relieve the hiring department of its obligation to perform reference checks or obtain copies of licenses or certificates required for a specific position.

- **PROMOTIONS:** Criminal background checks are required for staff promoted, reclassified, or assigned to certain key positions or departments involved with financial, information or technology management as outlined by the division Vice President.
- **POSITIONS WITH FINANCIAL RESPONSIBILITIES:** Effective January 1, 2010, background checks will be completed on all new and current employees in positions with financial responsibilities as outlined by the division Vice President
- **TEMPORARY HIRES:** Temporary hires may start work after the background check has been initiated, but before the check is completed. Continued employment is **contingent** upon the successful results of the background check. USF utilizes temporary agencies that conduct background checks on their staff.
- **REHIRES:** A background check is required for those who have been separated for longer than one year.

## PROCEDURE:

### Non-Faculty Staff

Once a candidate has been identified for hire:

- The hiring manager immediately submits the Offer Recommendation Form (in People Admin) to Human Resources.
- Human Resources verifies that the application, resume and the background check consent are in PeopleAdmin.
- Human Resources notifies the hiring manager to verbally extend the contingent offer of employment to the candidate.
- Human Resources forwards the background check request to the vendor.
- Human Resources sends a written contingent offer to the candidate.
- Human Resources receives and reviews the background check report.
- If the background check is satisfactory, Human Resources creates the offer letter and packet, forwards the job offer letter to the candidate, and copies the hiring manager.

Adverse Information:

- If the background check is unsatisfactory, Human Resources consults with the hiring manager and the Office of the General Counsel for a final determination.
- If the determination is to hire the candidate, Human Resources creates the offer letter and packet, and forwards the job offer letter to the candidate, and copies the hiring manager.
- If the determination is not to hire the candidate, Human Resources notifies the vendor, and sends the candidate a rejection letter. The vendor informs the candidate of the results, provides the candidate an opportunity to review the report, and informs the candidate of his/her rights under the Fair Credit Reporting Act and the California Investigative Consumer Reporting Act.