

## Faculty Employment Background Investigation Procedures

1. Position advertisement (posting) will contain notification to applicants that, prior to hiring, the final candidate(s) must successfully pass a pre-employment background investigation and information obtained from social media and other internet sources. A prior conviction reported as a result of the background investigation DOES NOT automatically disqualify a candidate from consideration for this position. A candidate with a prior conviction or negative behavioral red flags will receive an individualized review of the prior conviction or negative behavioral red flags before a hiring decision is made.
2. Position will be posted, applications will be forwarded to department, applicants will be selected for interview, applicants will be approved by OAA for interview and interviews will be conducted.
3. Hiring Manager will complete the hiring proposal and recommend candidate(s) to OAA for hire.
4. If the hiring proposal is approved by OAA the status will be changed to "Approved for Offer –start Background Check."
5. OAA will change the status of the hiring proposal to "Processing Background Check" in PeopleAdmin system. If an offer is extended AFTER OAA approval but PRIOR to the background investigation being completed, the offer letter must include the following statement: "This offer is contingent upon a satisfactory background check."
6. Human Resources will direct, via email, the selected candidate to the vendor's website to submit an online Disclosure and Consent Form and will receive the Fair Credit Reporting Act Summary of Rights and the background investigation will be initiated.
7. Background verification will be completed by the vendor and results viewed electronically by Human Resources.
8. If the background investigation is satisfactory, Human Resources will indicate "Background Check Complete" in PeopleAdmin.
9. If the offer is accepted, the hiring manager will change applicant status to "Offer Accepted – HM Attach Docs" and proceed with the hiring process in PeopleAdmin.
10. If the background investigation identifies negative information that could lead to adverse action, Human Resources will notify the vendor and the vendor will provide to the applicant a Pre-Adverse Action Notice along with a copy of the consumer report and a notice of rights.
  - a. Candidate has a minimum of 5 business days to refute information with the vendor.
  - b. If candidate fails to respond in a timely manner to remove or clarify the disqualifying information the hiring manager may proceed with the hiring process and select another candidate.

Before any applicant is disqualified based on the results on the background investigation, Human Resources will discuss the situation with the appropriate Vice President, or their designee. Factors that must be considered in this discussion are the nature and gravity of the offense; time since conviction,

completion of sentence or any other remediation; relevancy to the position; and discrepancies between the background investigation and what the candidate self-reported. The final decision as to whether the applicant can proceed in the hiring process is the responsibility of the appropriate Vice President to ensure consistency in the application of the policy.

11. If the decision is made not to hire the candidate, a Final Adverse Action Notice is mailed or emailed to the candidate by the vendor explaining the reason for not hiring.

12. All information received in the background investigation process will be maintained in confidential, secure files, separate from employee personnel files, with access allowed only to those who have a need to know.