1. STATEMENT OF POLICY:

Background screening of external applicants for staff positions, including temporary hires, may be conducted. Background screening is conducted with the goal to:

- Assess risks and promote a safe environment for students, faculty, staff and guests;
- Protect key organizational assets such as people, property and information; and
- Enable hiring authorities to make prudent employment decisions based upon comprehensive job-related information.

Background screening is intended to serve as an important part of the selection process when hiring new staff, including temporary hires, into the University. The University recognizes that its need to conduct background screening of external applicants for staff positions must be balanced with the need to protect the privacy of those individuals and will adhere to any state and federal law or University policy pertaining to those rights.

2. DEFINITIONS:

“Background Screening” – A background screening may include the University obtaining an investigative consumer report [defined below].

“Applicant for Employment” – For the purpose of this policy, an applicant for employment is any person not currently employed by the University who seeks employment with the University in a staff position, including temporary hires. It does not include current University staff members seeking transfer or promotion into a new staff position.

“Investigative Consumer Report” – An investigative consumer report may seek information relating to character, general reputation, personal characteristics, or mode of living which is obtained by conducting personal interviews with an applicant for employment’s neighbors, friends, or associates or with others with whom he/she is acquainted or who may have knowledge concerning any such items of information. Investigative consumer reports may contain information including, but not limited to: Credit reports, social security number, criminal records checks, public court records checks, including civil, driving records, educational records, verification of employment positions held, workers compensation records, personal and professional references, licensing, certification, etc.

3. POLICIES/PROCEDURES:

The University, in its sole discretion, may condition any offer of employment on the results of a background screening, verification and/or any other pre-employment screening questionnaires, materials or procedures. Accordingly, prior to commencing employment with the University, applicants for employment
may be required to provide a written authorization to the University to obtain a consumer report and/or an investigative consumer report. An investigative consumer report may seek information relating to character, general reputation, personal characteristics, or mode of living which is obtained by conducting personal interviews with the applicant for employment's neighbors, friends, or associates or with others with whom he/she is acquainted or who may have knowledge concerning any such items of information. The refusal by an applicant for employment to provide a written authorization to the University to perform a background screening, including an investigative consumer report, may result in ineligibility for employment or the revocation of an offer of employment.

Falsification of information submitted on University application materials may result in the revocation of an offer of employment or, if later discovered, termination of employment.

Information obtained pursuant to a background screening will be maintained by the Human Resources Department.

Related policies:

**PRIVACY RIGHTS**
**EMPLOYMENT**

Approved: 06/25/08