



Policy # 53031

PRE-EMPLOYMENT SCREENING

Effective Date: January 15, 2008

Revised Date: January 7, 2013

Responsible Office: Human Resources

Division: Finance

I. PURPOSE/OBJECTIVE

To screen potential employees for the purpose of protecting the welfare and safety of students, employees, visitors, and institutional resources from potential harm or loss.

II. STATEMENT OF POLICY

- A. When the employing department has identified the finalist for a vacant position or identifies individuals for temporary appointments, the unit head will forward the completed Pre-Employment Screening Form (Authorization to Disclose Criminal History Records, Educational Background and Employment Information Form) to the Office of Human Resources.
- B. Human Resources will conduct a criminal records search, an educational background search, and employment verification on new and rehired faculty and staff members (*searches will be conducted on rehires who have been away for more than one year*). All records or information obtained from the searches will be kept confidential and maintained in the Office of Human Resources.
- C. All position announcements will contain a statement that pre-employment checks are processed on the applicant selected for the position.
- D. Pre-employment screenings must be completed within 30 days of employment. Continued employment is contingent upon a satisfactory clearance.
- E. Failure to disclose a conviction or misrepresentation of a conviction is deemed falsification of an application and may result in termination or rescinding of a job offer.
- F. Applicants and employees who dispute the results of a criminal record search must submit in writing, to the Office of Human Resources, any and all information that can prove that the conviction does not exist.