Background

The University of Cincinnati is committed to providing a safe and secure environment for its students, faculty, staff and visitors. The following policy addresses the pre-employment criminal history check procedure for candidates for staff and faculty positions.

Policy

The university requires a pre-employment criminal history check of all candidates receiving a conditional offer of employment, excluding applicants for student positions. Units may request exceptions, on a case-by-case basis, to the background check process. The Human Resources department will make the final decision regarding each exception request. Units may require applicants for student positions generally excluded from the process to submit to a pre-employment criminal history check at the unit’s discretion or if required by law. Information obtained from a criminal history check will only be used as part of the employment process. The results of the check should generally be received before a candidate begins employment at the university.

A candidate who is rejected based on the results of the check will be afforded an opportunity to meet with representatives of Human Resources and the hiring unit to challenge the accuracy of the check or to introduce any mitigating circumstances.

Current university employees applying for transfer or promotion are excluded from this policy; however, employees applying for positions which are required by law or regulation to undergo a criminal history check or employees applying for police officer or security officer positions in Public Safety or Information Security must undergo a criminal history check.

Procedure

1. All applicants must complete an employment application using PeopleAdmin, during which they are required to list any criminal convictions.
2. From the pool of applicants, and relying upon the conviction disclosures made in the applications, the hiring unit selects a candidate to whom it will make a conditional offer of employment. (The unit may refer more than one candidate in the event that the first choice is eliminated.)
3. The hiring unit pays for the criminal history check by including an account line to be charged during the background check order phase of the hiring process.

4. The selected candidate(s) must submit to a criminal history check by completing the electronic release and information form in PeopleAdmin.

5. The hiring unit will view the criminal history check results online.

6. If the check indicates no criminal history, the hiring unit may present the candidate with a final offer of employment.

7. Although a disqualification is possible, a previous conviction may not necessarily disqualify a candidate from employment.

8. If as a result of the check, however, it is determined by established university criteria that the candidate should be disqualified, the candidate and the hiring unit will be notified of the decision by the background checking service. In most cases if the check reveals that a candidate failed to disclose complete conviction information on the candidate’s application for employment, this alone will constitute grounds for refusing to hire the candidate, unless the omission involves a minor offense, or an offense that is remote in time, or unless the candidate has a reasonable explanation for the omission.

9. The candidate may then request a meeting within five days of receiving the notification with representatives of Human Resources and the hiring unit to discuss the decision or challenge the accuracy of the check. The parties will then deliberate, however, the hiring unit will render a final decision regarding the candidate and the hiring unit will notify the candidate in writing.

10. Should the parties be unable to reach a decision on the employment question, an ad hoc group of administrators will consider the circumstances and render a decision in the best interests of the university. The hiring unit will notify the candidate in writing of the final decision.

11. Should the final determination be to uphold the denial of employment, the hiring unit should indicate the appropriate reason for not hiring the candidate in PeopleAdmin and initiate the review process with their second choice. If the department has not elected a second choice then the hiring unit should contact the Human Resources Service Center to request that the candidate requisition be returned to the hiring manager so that the process can begin again.

12. Should the final decision be to permit the candidate hire, the hiring department should indicate the appropriate reason in PeopleAdmin and complete the hire process following current divisional procedures.

Related links:

www.hr.uc.edu

Phone Contacts:

Public Safety 513-556-4900
Human Resources 513-556-6925