Purpose
This procedure covers faculty and staff candidates who are in the final stages of the hiring process and are required to obtain a pre-employment criminal history check (background check). It also covers student candidates who by the nature of their position are required to obtain a background check prior to beginning employment. Background check results may not necessarily prevent the University from proceeding with hiring an individual however it will ensure that UC personnel (with a need to know) are knowledgeable about relevant information in advance.

Process
The University requires that all newly hired faculty and staff complete a background check.

The University has identified a standard package to be used consistently for all background checks conducted. In addition, supplemental packages may be purchased to verify employment references, educational references, motor vehicle review (MVR), and perform credit checks if warranted.

Departments must identify individuals permitted to submit a background check request or review background check results.

Student employees may receive a background check if the hiring department desires however a criminal background check must be completed if the conditions of the student position require it (ex: Resident Advisor, employment with UC Child Care or Arlitt Child Development Center, etc.).

- Departments may initiate a background check request by changing the selected candidate(s) applicant status once an individual is has been approved by the Office of Equal Opportunity (OEO). To initiate the request for student employees change the applicant status and review results prior to making the selected candidate “hiring complete”.

Forms/Documents
The University of Cincinnati background check process is completed on-line through People Admin our on-line application/requisition tracking system, and HireRight a web-based information verification solutions company focused on assisting businesses in making smarter, faster, more effective employment decisions. The hiring department is responsible for any and all costs associated with the background check.

Complete list of services.
Policy
16.17 Pre-Employment Criminal History Check

Responsibility
Selected Candidate (Candidate)
Hiring Department
Human Resources Service Center
Sr. Director Labor Relations
Chief Human Resources Officer
Office of General Counsel
Public Safety
University Relations

Distribution
Human Resources Service Center
Hiring Department
Sr. Director Labor Relations
Chief Human Resources Officer
Office of General Counsel
Public Safety
University Relations

Ownership
The Sr. Director Labor Relations and the Executive Director of the Human Resources Service Center are responsible for ensuring that this document is necessary and that it reflects actual practice. Questions concerning this process should be directed to the individuals listed above.
Candidate

1. When contacted by the department to complete information related to the background check the candidate should:
   a. Log onto the system utilizing the user name and password provided through e-mail.
   b. Complete requested information and certify data as soon as possible.
   c. Respond to inquiries from the background checking service (HireRight) in a timely fashion.
   d. Offer challenges to background check findings by requesting a meeting to discuss discrepancies during the identified time period. This meeting will consist of candidate, hiring department and designated HRSC Director.

2. The candidate must provide date of birth and social security information to UC’s hiring representative if final decision is made to proceed with employment job offer.

Hiring Department

3. Once appropriate approvals have been made throughout the People Admin hiring process workflow and the selected candidate is approved through the of Office of Equal Opportunity (OEO), the Hiring Department should:
   a. Under View Pending, locate the desired requisition in People Admin.
   b. Select “View” to reveal applicant list.
   c. Change the selected applicant status to “background check requested” in order to initiate the background check request.
   d. Complete the necessary contact and billing information related to the background check.
   e. Send e-mail to the candidate instructing him/her to go on-line and begin the background check process (preferred method) or complete initial steps of check for applicant prior to sending.
   f. Monitor background check status progress through HireRight.
g. Perform adjudication of discrepancies with HRSC Director.

h. Initiate on-line outcome messages to candidate(s).

i. Participate in review meetings with candidate and the HRSC Director and with the HRSC Director and CBCC (Criminal Background Check Committee) if warranted*.

j. Provide final communication to candidates regarding background check challenge decisions within 5 working days.

k. Complete routine hiring process following established People Admin procedures.

l. Process reimbursement payments for background checking billing when notified.

*Following the adjudication process, if a department is interested in hiring an individual who has been convicted of a serious crime or a crime against children, the details of these circumstances must be reviewed with the Criminal Background Check Committee consisting of UC representatives from Labor Relations, General Counsel, Public Safety, and University Relations when warranted.

**Human Resources Service Center**

4. Provide consultation throughout the background check process including adjudication of the results.

5. Participate in meetings related to report discrepancies and severity of charges.

6. Complete hiring process following established People Admin procedures.

**Sr. Director Labor Relations**

7. Participate in reviewing results and making a determination for the CBCC when warranted.
   a. Labor Relations representative to compile billing notice statements based upon information provided by HireRight.
Chief Human Resources Officer

8. Participate in reviewing results and making a determination for the CBCC when warranted.

Office of General Counsel

9. Participate in reviewing results and making a determination for the CBCC when warranted.

Public Safety

10. Participate in reviewing results and making a determination for the CBCC when warranted.

University Relations

11. Participate in reviewing results and making a determination for the CBCC when warranted.

HireRight

12. Provide background checking results in a timely manner – generally 72 hours and not to exceed 5 days without departmental discussion.

13. Provide timely updates to hiring departments regarding processing delays related to inability to obtain information from applicant or references.

14. Contact candidate directly for additional information needed.

15. Bill the University for Background Checks conducted.
Definitions

1. **Adjudication** – To identify whether or not the discrepancy would render the candidate ineligible for employment with University of Cincinnati.

2. **Candidate** – an individual who has completed the interview process, been designated as a finalist and received approval through the Office of Equal Opportunity.

3. **CBCC – Criminal Background Checking Committee** - Committee consisting of representatives from the hiring department, Human Resources Service Center Director, Sr. Director Labor Relations, Chief Human Resources Officer, General Counsel, Public Safety, University Relations (when warranted). The purpose of this committee is to review charges and hear reasons why the University would want to pursue employment opportunities for individuals with convictions for any of the identified areas (see attached charges).

4. **HireRight** – On-line web-based information verification solutions company focused on assisting businesses in making smarter, faster, more effective employment decisions.

5. **OEO – Office of Equal Opportunity** – University of Cincinnati department charged with the responsibility of ensuring that fair employment selection practices have occurred. Approval from the OEO office is demonstrated by approvals in People Admin of “Submitted Candidate to Human Resources”; “Returned to Faculty Affairs/Provost”; or “EEO Approved”.

6. **PeopleAdmin** – Requisition/Applicant Tracking system for the University of Cincinnati used to post positions and process hire information on selected candidates.

03/05/2010