WSU BACKGROUND CHECK PROCESS

Employment Service Center
Human Resources
June, 2013
AGENDA

• Introduction

• Highlights of New WSU Background Check Policy –
  Publish date: 7/1/2013!

• Background Check Process and Roles and Responsibilities of:
  • Hiring Manager
  • Final Candidate
  • Human Resources
  • Office of General Counsel
POLICY HIGHLIGHTS

• Who will be **required** to undergo a background check?
  • ALL external final candidates for employment
  • Volunteer positions
  • Persons identified by third-party staffing vendors for temporary positions
  • Individuals who are permitted to conduct activities involving minor children on University property
  • Former employees that are being re-hired after **one year of separation**
POLICY HIGHLIGHTS

• All positions will require:
  • SSN Trace
  • Criminal Records
  • National and State Sex Offender Registry Search
  • Employment History

• Other checks will be conducted based on job relevance:
  • Credit Check
  • Education and Licensing
  • Drug Screen
  • Motor Vehicle Check
<table>
<thead>
<tr>
<th>Type</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSN Trace</td>
<td>Used to match a person’s Social Security Number to his or her name. Also verifies previous address history that will be utilized to conduct the check.</td>
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<tr>
<td>Criminal Records</td>
<td>Used to help identify past instances of criminal felonies and misdemeanors. Usually a SSN trace is required to verify SSN to name match before check is completed. Also, national and state sex offender registries are checked.</td>
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<tr>
<td>Educational and Licensing</td>
<td>Used to verify if a degree or credential was issued and to confirm the institution and date awarded. Used to also check candidate’s past driving records and/or to ensure candidate is permitted to operate various types of machinery as required by position responsibilities.</td>
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<tr>
<td>Employment History</td>
<td>Used to verify the dates of employment, position, and salary history.</td>
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<tr>
<td>Credit History</td>
<td>Used to identify if an applicant has any financial accounts in collections, open loans, etc. by accessing credit bureau information.</td>
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<tr>
<td>Drug Screen</td>
<td>Used to test for illegal substances.</td>
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<tr>
<td>Motor Vehicle Check</td>
<td>Used to provide information regarding a person’s driver license and driving record.</td>
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POLICY HIGHLIGHTS

- All offers of employment will be contingent upon successful background checks.

- Who will be conducting background checks on behalf of WSU?
  - All checks will be conducted by A-Check America, Inc. an internationally recognized employment screening organization

- Most background checks will take 24 – 72 hours
  - International checks may take longer

- Assessments will be coordinated centrally by HR in consultation with OGC and Academic Personnel

- All background check results will be kept confidential
# JOB OFFERS

<table>
<thead>
<tr>
<th>HIRING MANAGER</th>
<th>HUMAN RESOURCES</th>
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<tbody>
<tr>
<td><strong>E-Class Group A</strong></td>
<td><strong>E-Class Group B</strong></td>
</tr>
<tr>
<td>• Student Assistant <em>(ST)</em></td>
<td>• Non-Academic Represented <em>(24, 7M, AS, HX OE, OS, PE, PN, PS, SA, SK)</em></td>
</tr>
<tr>
<td>• College Work Study <em>(CW)</em></td>
<td>• Non-Academic Non-Represented <em>(EX, MA, NC, NE, NN)</em></td>
</tr>
<tr>
<td>• Graduates (Students, Research, Teaching) <em>(U2 and U9)</em></td>
<td></td>
</tr>
<tr>
<td>• Temporary Employees (Direct Hire) <em>(TE)</em></td>
<td></td>
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<tr>
<td>• Voluntary Employees <em>(VO)</em></td>
<td></td>
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<tr>
<td>• Academic Faculty <em>(A2, A9, F1, F2, F9, FA)</em></td>
<td></td>
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<tr>
<td>• Part-Time Faculty <em>(PT, P5, HP)</em></td>
<td></td>
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<tr>
<td>• Academic Staff <em>(C2, C9, D2, D9, S2, S9)</em></td>
<td></td>
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<tr>
<td>• Research Employees <em>(R2, R9)</em></td>
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<tr>
<td>• Medical Residents <em>(MR)</em></td>
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</table>
ROLES AND RESPONSIBILITIES

Hiring Manager:

Step 1: Extends contingent job offer (E-Class Group A ONLY!)

To Temporary Employees (TE):

“This offer is contingent upon the completion of a satisfactory background check that is required by University policy for this position, including, but not limited to, a criminal background check. If the University determines that your background check results are unsatisfactory, this offer shall be revoked or, if your employment has already commenced, your employment will be immediately terminated.”

To ALL other External Candidates

“This offer is contingent upon the completion of a satisfactory background check that is required by University policy for this position, including, but not limited to, a criminal background check. If the University determines that your background check results are unsatisfactory, this offer shall be revoked.”
ROLES AND RESPONSIBILITIES

Hiring Manager:

Step 2: Provide final candidate with:

- “Candidate Reference Guide - Background Screening Application” OR

- Have candidate complete Authorization for Background Investigation

Step 3: Submits “Request for Background Check” to Human Resources at esc@wayne.edu
Final Candidate:

**Step 1:** Completes Background Screening Application *(Online form)* **OR** Authorization for Background Investigation *(Paper form)*
ROLES AND RESPONSIBILITIES

Human Resources

Step 1: Initiate invitation to final candidate OR process Authorization for Background Investigation form via A-Check system

Step 2: Assess Background check results in consultation with OGC/Academic Personnel (when applicable)

Step 3: Notify Hiring Manager of background check clearance
Questions