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# **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



# COMMONLY CONDUCTED BACKGROUND CHECKS

Type	Purpose
<b>SSN Trace</b>	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.
<b>Criminal Records</b>	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.
<b>Educational and Licensing</b>	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.
<b>Employment History</b>	Used to verify the dates of employment, position, and salary history.
<b>Credit History</b>	Used to identify if an applicant has any financial accounts in collections, open loans, etc. by accessing credit bureau information.
<b>Drug Screen</b>	Used to test for illegal substances.
<b>Motor Vehicle Check</b>	Used to provide information regarding a person's driver license and driving record.



# 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

## HIRING MANAGER

### E-Class Group A

- Student Assistant (**ST**)
- College Work Study (**CW**)
- Graduates (Students, Research, Teaching) (**U2 and U9**)
- Temporary Employees (Direct Hire) (**TE**)
- Voluntary Employees (**VO**)
- Academic Faculty (**A2, A9, F1, F2, F9, FA**)
- Part-Time Faculty (**PT, P5, HP**)
- Academic Staff (**C2, C9, D2, D9, S2, S9**)
- Research Employees (**R2, R9**)
- Medical Residents (**MR**)

## HUMAN RESOURCES

### E-Class Group B

- Non-Academic Represented (**24, 7M, AS, HX OE, OS, PE, PN, PS, SA, SK**)
- Non-Academic Non-Represented (**EX, MA, NC, NE, NN**)



# 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](mailto:esc@wayne.edu)



# ROLES AND RESPONSIBILITIES

## 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

