

BACKGROUND CHECK ASSESSMENT POST-TEST

Print Name: _____

Date: _____

Instructions:

Read each question carefully and select the best answer.

1. Identify the correct numerical order (i.e., 1, 2, 3, etc.) for completing the background screening process.

- Screening Agency conducts investigation according to federal, state, local laws
- Employer shares results with subject, as required by law
- Individual (e.g., EFC) is provided contingent offer of employment/service
- Results provided by A-Check to Employer, usually within 48-72 hours
- Individual completes invitation; signs/provides FCRA release form and personal data to screening agency
- Assessment/eligibility for hire determination
- If a preliminary determination yields that the individual may be considered to be ineligible for the position, a pre-adverse letter is sent to the EFC
- Adverse action letter is sent to EFC, if final determination yields the individual ineligible for the position

2. Which of the statements listed below are provisions under the Fair Credit Report Act? Circle the letter associated with the best answer.

- a. Disclosure and authorization from the individual does not need to be granted to procure a consumer report
- b. A pre-adverse letter must be provided to the individual along with a copy of the report
- c. An adverse action letter must be provided to the individual if an adverse action is taken as a result of information gained through a consumer report.
- d. All of the above
- e. B and C only

3. List the role (in the right-hand column) that is responsible for each item stated in the left hand column.

| Responsibility | Role |
|--|------|
| Third party background check Vendor contracted by WSU to conduct all background checks. | |
| Participates in decision-making process for determining final candidate eligibility and provides counsel and direction to TMC on background check process. | |
| Consults, provides guidance and interpretation on various types of background check results. | |
| Processes request for appropriate background check package based on position/ job requirements; reviews and assesses all background check results received from A-Check. | |
| Completes invitation for background screening application upon receiving contingent offer from Human Resources. | |
| For various types of background checks, is consulted on final candidate eligibility decisions for faculty, academic administrators and academic staff positions. | |
| Provides Human Resources with pertinent background check information gained during the interview process. | |

4. Place a 'T' in the box to indicate which statement(s) are true.

- All staffing agency and child program workers must undergo a social security number trace, a criminal records check, a national sex offender registry check and employment history verification check only.
- An EFC who is offered a position as a temporary employee may begin employment before the background check results are completed and assessed even if the individual has not completed and submitted the background check forms before beginning employment.
- All EFC's for all positions are required to receive a social security number trace, a criminal records check, a national sex offender registry check and employment history verification plus any additional background check required by position.

5. Place a checkmark next to the four standard background checks required for all EFC's for all positions.

- National Sex Offender Registry Check, Employment History Verification, SSN Trace, and Criminal Records Check
- Drug Screen, Employment History Verification, SSN Trace and National Sex Offender Registry Check
- SSN Trace, Educational & Licensing Check, Employment History and Drug Screen
- National Sex Offender Registry Check, Motor Vehicle Driving Records Check, Criminal Records Check and Drug Screen

6. Place a 'T' in the box to indicate which statement(s) are true.

- All results of background checks are to remain strictly confidential and only to be shared with individuals that have a "need to know". These individuals may include HR Client Services Directors and Senior Management, Office of General Counsel and Academic Personnel (for academic and non-academic employees)
- All results of background checks are to remain strictly confidential and only to be shared with individuals that have a "need to know". These individuals may include HR Client Services Directors and Senior Management, Office of General Counsel and Academic Personnel (for academic employees only)
- All results of background checks are to remain strictly confidential and only to be shared with individuals that have a "need to know". These individuals may include HR Client Services Directors and Senior Management, Hiring Manager, Office of General Counsel and Academic Personnel (for academic employees only)

7. Checkmark the item that correctly states what can be considered during a criminal history assessment.

- Convictions for misdemeanors and arrests for felonies in closed cases.
- Misdemeanor arrests in closed or open cases.
- Convictions for a felony or the conduct underlying an arrest for a felony in an open case, but not finally resolved.
- All of the above
- A and B only

8. In assessing an EFC's criminal history report for a non-academic position, which of the following positions must be consulted with?

- Sr. HR Consultant
- Office of General Counsel
- Hiring Manager
- Client Services Director
- Office of General Counsel and Client Services Director
- All of the above

9. Which item listed below is **not** an appropriate standard to apply when assessing an EFC's criminal history report.

- Evidence that the individual performed the same type of work over a 5-year period for which he or she is being considered, post-conviction, with the same or a different employer, with no known subsequent incidents of criminal conduct.
- The nature of the position for which the EFC was selected.
- The length and consistency of employment history before and after the offense of conduct.
- Evidence that the individual performed the same type of work for which he or she is being considered, post-conviction, with the same or a different employer, with no known subsequent incidents of criminal conduct.
- Age of the EFC at the time of conviction.

10. For faculty, academic administrator or academic staff positions, which of the following positions must be consulted with when assessing an EFC's criminal history report?

- Client Services Director
- Office of General Counsel
- AVP/HR, Associate Provost for Academic Personnel, Client Services Director and Office of General Counsel
- AVP/HR, Associate Provost for Academic Personnel and Office of General Counsel

11. Which of the following statements are true relative to a criminal history assessment?

- If it is finally determined that the EFC is ineligible for the position, Human Resources must let the hiring manager know the details surrounding the decision and notify the EFC that the contingent offer is being withdrawn and send an adverse action letter to the EFC.
- If it is finally determined that the EFC is ineligible for the position, Human Resources must communicate to the hiring manager only that the EFC is ineligible for the position and notify the EFC that the contingent offer is being withdrawn and send an adverse action letter to the EFC.
- If it is finally determined that the EFC is ineligible for the position, Human Resources must communicate to the hiring manager only that the EFC is ineligible for the position and contact the EFC to inform him/her of the final determination.

12. A Drug Screen Check is required for positions that require

- use of heavy equipment, a security clearance or access and/or use of firearms.
- routine operation of university-owned vehicles, use of heavy equipment or access and/or use of firearms.
- routine operation of university-owned vehicles or access and/or use of firearms.

13. Checkmark the box to indicate the correct answer

T or F Background check records must be maintained in the individual's personnel file.