

CRIMINAL HISTORY_EXERCISE #1 ANSWERS

Instructions:

Within your assigned group, discuss the following questions and write down your responses in the space provided. Refer to the sample criminal history report during your group discussion.

Candidate Background:

Candidate Michael Acceptance has been selected as the EFC for an Electrician position. This position is covered under the Michigan Building and Trade Construction Trades Council collective bargaining agreement.

1. What background checks will your group request for this EFC?
SS# Trace, Employment Verification, Nat'l Sex Offender Registry Check, Criminal Records Check, Motor Vehicle Driving Records Check and Drug Screen
2. What concerns do you have regarding the criminal background check results that you have received for Michael A.?
 - Felony Conviction
 - Employment History/Reference
 - Drug Screen Results
 - Driving Record
3. What steps will you take after reviewing the criminal background check portion of the report?
Inform Client Services Direct and counsel with Office of General Counsel
4. If the preliminary determination is made that EFC, Michael A. is ineligible for the position, what steps will your group take?
 - Send Pre-Adverse letter
 - Copy of Background Check Results/Consumer Report
 - Summary of Rights Under the FCRA

5. Assume that you have notified the EFC, via a pre-adverse letter that an adverse action relative to his eligibility for employment will be taken. The EFC provides you, within three days, with a recommendation letter from a licensed counselor indicating his participation in a certified drug and alcohol abuse program.

a. What steps will your group take?

Inform Client Services Direct and counsel with Office of General Counsel

b. What final determination will your group recommend?

Answers may vary. More than likely, determine that EFC is ineligible for position

c. What follow-up steps will your group take?

- Notify hiring unit of EFC's ineligibility for position (only)
- Send Adverse Action letter
- Follow record retention guidelines