Rose-Hulman Institute of Technology is responsible for safeguarding the resources of the Institute through a variety of methods including effective pre-employment and employment practices. The Institute reserves the right to perform pre-employment background investigations for all faculty and staff positions to protect the interests of the Institute and its constituents. Background investigations refer to the totality of activities associated with determining a candidate’s suitability for a position. These activities usually include conducting reference checks and verifying academic or employment records and may include conducting criminal conviction investigations.

Background investigations will be conducted in cooperation with an outside vendor. Commencement of employment will be contingent upon the results of the background investigation process. All records and subject information are confidential and governed by Rose-Hulman Institute of Technology’s policies on confidentiality.

All candidates interviewing for a faculty or staff position are subject to background investigations and will complete the Rose-Hulman Application for Employment during the application process through the online applicant tracking system, PeopleAdmin. The candidate must give the Institute permission to conduct background investigations as deemed necessary based on the position for which the candidate has applied.

The Director of Human Resources, in conjunction with the area Vice President, will determine the background investigations to be conducted based upon the duties and responsibilities of the position for which the candidate has applied. Background investigations may include, but not be limited to, a combination of the following screenings:

- Motor Vehicle Records Search
- Education & Professional Credentials Verification
- Social Security Number Trace
- Limited Criminal History Search
- County Criminal Record Search
- Drug and Alcohol Testing
- Federal Criminal Record Search
- Employment or Personal Reference Check
- Credit History Report

The Director of Human Resources will review the results of the background investigations in relation to the position under consideration. A conviction for a felony or misdemeanor, by itself, may not disqualify a candidate from employment. All known information regarding the candidate will be considered. If an employment decision requires additional review, the Director of Human Resources will consult with the area Vice President, the hiring supervisor, and the Institute legal counsel as appropriate.
Criminal convictions will be reviewed and may be considered cause for refusal to hire or rescission of a job offer based upon the following:

1. Nature, seriousness and date(s) of occurrence of the convictions(s)
2. Relevance of conviction(s) or violation(s) to position
3. Number of convictions or violations
4. Rehabilitation

A conditional offer of employment may be extended pending the satisfactory results of the background investigation process. However, if a conditional offer is extended prior to receipt of the background investigation results, the conditional employment offer will be contingent upon results of a background investigation acceptable to the Institute.

Following the background investigation, if a decision is made to continue with the hiring process, the Director of Human Resources will notify the area Vice President and the hiring supervisor. If adverse action is intended based upon the report, the Director of Human Resources will so advise the area Vice President and the hiring supervisor and will send the candidate a *Pre-Adverse Action* letter regarding the background investigation results.

In the event a decision is made to make a final adverse employment decision the Director of Human Resources will send the candidate an *Adverse Action* letter informing the candidate of the final employment decision and provide another copy of the “*Summary of Your Rights under the Fair Credit Reporting Act.*”

The final determination regarding the candidate’s hiring will be made by the area Vice President, in consultation with the hiring supervisor and the Director of Human Resources and based upon final background investigation results.

Any identified misrepresentation, falsification, or material omission of information from the employment application/resume discovered during the selection process or after hire, may exclude the candidate from consideration for the position or result in withdrawal of the conditional offer of employment or termination of employment.

11/01/03
Revised 03/26/08