BACKGROUND INVESTIGATION PROCEDURE
FOR FACULTY CANDIDATES

- Human Resources (Kim Miller) receives either a memo/phone call from Academic Affairs (Linda Gilbert) requesting background investigation authorization forms be sent to interviewing candidates or by reviewing the PeopleAdmin tracking system Applicant Change Status Interview Pending
- Human Resources sends via email to the interviewing candidate the following information: Fair Credit Reporting Act Disclosure and Authorization document
- Human Resources inputs the requested information into the HireRight, Inc. system to conduct the background investigation
- After receiving the completed documents, Human Resources faxes the release of information document to HireRight, Inc., the consumer reporting agency
- Human Resources receives via email a notification from HireRight, Inc. indicating the background investigation has been completed
- Human Resources obtains a copy of and reviews the results
- If a criminal conviction is noted on the report, Human Resources reviews the results with the Dean of Faculty and consults legal counsel as necessary based on the following criteria:
  - Nature, seriousness and date(s) of occurrence of the conviction(s); relevance of conviction(s) or violation(s) to position applied for; number of convictions or violations; rehabilitation
- Human Resources will notify the Dean of Faculty (Art Western) regarding the results
- In the Dean’s absence, Human Resources will notify Vice President (Rob Coons) regarding the results
- If adverse action is intended based upon the report, Human Resources will send an adverse action letter to the candidate with a copy to the Dean of Faculty
- Dean of Faculty will notify the Department Head of the background investigation status of the candidate, if adverse action is intended
- The results will be kept in a confidential, secure file in Human Resources (Kim Miller’s office)

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