BACKGROUND CHECKS

Frequently Asked Questions

1. <u>Which positions are subject to background checks</u>?

   Background checks are conducted for all staff and faculty, full and part time, temporary and/or special contract positions.

2. <u>How are the background checks conducted</u>?

   The university has partnered with a third party, HireRight, to conduct its background checks.

3. <u>How does a hiring department initiate a background check on the selected applicant(s)</u>?

   Once the hiring department initiates the Hiring Proposal in PeopleAdmin and obtains all necessary approval(s) to hire the selected applicant, the Hiring Proposal must be submitted to HR Employment by changing the applicant's status to "Initiate Background Check".

4. <u>After HR Employment is notified of the background check request, what is the next step</u>?

   Once HR Employment receives the notification, the selected applicant is sent an email from HireRight. The applicant then must follow the instructions in the email to sign the Disclosure and Authorization form electronically and initiate his/her background check.

5. <u>How long does it take to obtain the background check results</u>?

   The average turnaround time for background checks is 5-7 business days.

6. <u>How is the hiring department notified of the results</u>?

   Once HR Employment obtains the results from our third party vendor, the hiring department is notified via email.

7. <u>Do internal transfers and/or promotions require a background check</u>?

   No, unless the essential functions of the position include handling large sums of university funds, working with sensitive data, and/or working with minors.

BACKGROUND CHECKS

8. <u>What does the background check include</u>?

    The background check includes:

    o County and State Criminal Felony & Misdemeanor records
    o Federal Criminal Felony records
    o National Sexual Offender Registry Search
    o Widescreen Plus National Criminal Search
    o BCI/FBI Criminal Record Check (fingerprinting) – mandated by State of Ohio for all positions that work with children

9. <u>Does the background check include credit history check</u>?

    No, unless the essential functions of the position include handling large sums of university funds.

10. <u>Do the results of a background check expire</u>?

    Criminal and credit history check results do not expire unless there is a break in service for more than one year.

11. <u>Does the background check include BCI/FBI checks</u>?

    No, unless the essential functions of the position include working with minors.

12. <u>What is a BCI/FBI check</u>?

    BCI/FBI checks are background checks that are mandated by State of Ohio for all positions that work with children.

13. <u>How are the BCI/FBI checks done</u>?

    BCI/FBI checks are done by fingerprinting.

14. <u>Where can an applicant get their fingerprinting done</u>?

    The Educational Resource Center on campus offers fingerprinting services. ERC is located in 116 Allyn Hall. Their hours of operation for fingerprinting vary each term.

15. <u>Who pays for the background checks, including the fingerprinting</u>?

    Human Resources pays for all background checks, including fingerprinting.

BACKGROUND CHECKS

16. <u>If the selected applicant is international, will he/she have to go through a background check</u>?

    For new hires coming directly from a residence outside of the U.S., the university will accept the security check conducted by the Department of Homeland Security prior to the applicant obtaining approval to work in the U.S., which is in the form of their visa. Anyone who has resided in the U.S. for at least twelve consecutive months, the university will conduct its customary criminal background check.

17. <u>Where are the results stored?</u>

    Results are stored by the vendor.

18. <u>If a background check indicates that the applicant is not suited for university employment, how does the university handle it?</u>

    See Wright Way Policy 4003.04.

19. <u>Does HR Employment also initiate and pay for education verifications</u>?

    No. Education verifications are initiated and paid for by the hiring departments. Education verifications can be done through The National Student Clearinghouse at https://secure.studentclearinghouse.org/vs/Index.

20. <u>What information is needed in order to initiate education verifications</u>?

    The SSN of the selected applicant(s) must be obtained in order to be able to initiate education verifications.