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OVERVIEW

The Office of Business and Finance requires the completion of background checks for all final candidates – internal and external – to help evaluate whether a candidate is suitable for the position. Background checks must be completed for the following position types:

- Regular faculty and staff
- Temporary, term, seasonal and intermittent staff
- Student staff
- Temporary staff provided by temporary staffing agencies (ensure vendors are in compliance with the OSU background check policy)

Employees who have a break in service and return to the university must have a background check if the position requires one. Student employees who have a break in service exceeding more than one semester must have a background check if returning.

Background checks are not required for staff who have been reclassified or for internal candidates who have had a background check completed in the last twelve (12) months.

CHECKS COMPLETED

Standard Background Checks: Pre-employment background checks will include a Social Security Number Trace, a Criminal Records Check and a National Sexual Offender Registry Search. This standard check is initiated when the Human Resources Action (HRA) - hire request is submitted to the Service Center.

Additional checks may include any of the following:

- **Credit Checks:** Staff with fiduciary/financial responsibility must have a credit check completed prior to employment. Credit check requests must be requested by the hiring manager via the HRA hire request – Additional Information section.
- **Motor Vehicle Records Checks:** Positions that involve driving a University-owned vehicle require a Motor Vehicle Records (MVR) check. Furthermore, positions requiring a Commercial Driver's License (CDL) will be subject to drug and alcohol screenings per Department of Transportation (DOT) requirements. For any employee required to drive a University-owned vehicle as a major component of their position, an annual MVR check will also be completed. Driver's license, CDL class, and/or endorsement(s) required must be communicated by the hiring manager via the HRA position request – Additional Information section.
- **Professional License/Certification and Education Verification:** Credentials verification will be completed only for positions where it is a requirement to have a post-secondary education and/or license/certificate and the equivalent combination of

education/experience is not appropriate. These requests must be provided by the hiring manager via the HRA hire request – Additional Information section.

EVALUATION OF RESULTS

Criminal History: Only convictions and open cases will be taken into account when reviewing a final candidate's criminal history; an arrest without a conviction in a closed case will not be considered. A criminal conviction is not necessarily a bar to employment. The background check coordinator will assess the circumstances surrounding the conviction, time frame, nature, gravity, and relevancy of the conviction to job duties. When appropriate, unit leadership and the Office of Legal Affairs will be consulted.

Credit History: Understanding how an individual handles his/her personal finances can aid in the knowledge of how they might handle business finance and even the propensity to commit financial fraud or theft. Risk factors to be considered include:

- Delinquent accounts/bad debts (excluding medical related debt)
- Civil suits (current outstanding judgments)
- High debt to income ratio
- Tax liens

Motor Vehicle Records:

- **Pre-employment** – Checks will confirm proper licensure. Candidates may not have more than four (4) active points and/or DUI within the last five (5) years.
- **Annual Checks** – Annual driving records checks of current employees will confirm the employee holds a valid license/CDL with eligibility to fulfill their work duties and/or retain driving privileges.

Professional License/Certification and Education: Checks will verify all professional license/certificate and/or education reported is accurate.

RESOURCES

- [Background Check Policy 4.15](#), University Policy
- [Required Background Checks](#), Policy 4.15
- [Minimum Standards for Conducting Background Checks](#), Policy 4.15
- [Background Check Disclosure, Authorization, and Release](#), Policy 4.15
- [Self-Disclosure of Criminal Convictions Policy 4.17](#), University Policy
- [Self-Disclosure of Criminal Convictions form](#), Policy 4.17
- [Summary of Your Rights Under the Fair Credit Reporting Act \(FCRA\)](#)