

Applies to: Faculty, staff, applicants, third party staffing vendors, graduate associates, and student employees. Additionally applies to volunteers, appointees, and non-student residents when covered by an approved unit background check program.

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## **OVERVIEW**

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The Ohio State University has policies to promote and maintain a safe and secure environment for the campus community. The background check process is intended to help the university evaluate whether an individual is eligible for a position. The Office of Business & Finance conducts background checks on individuals in accordance with the [Background Check policy 4.15](#) and the [Activities and Programs with Minor Participants policy 1.50](#) and according to the [Background Check Standards and Toolkit](#).

The Office of Business & Finance has assessed its business needs and determined the need to establish additional background check processes above and beyond the university policies.

Employees who have a break in service and return to the university must have a background check if the position requires one. Associated faculty and student employees, including graduate associates with access to restricted institutional data, may have a break in service up to 12 months before requiring a background check when they return.

Internal candidates who have had a background check through the university within the past 12 months are not required to have a new background check, unless additional checks are required due to the duties of the new position.

Background checks are not required when an individual is reclassified.

**Self-Disclosure of Convictions:** Individuals are required to self-disclose all criminal convictions at the time a background check is conducted.

- **Candidates who fail to disclose all criminal convictions or fail to provide truthful, accurate, and complete information regarding criminal convictions may be ineligible for hire for the current position and may be prohibited from future employment consideration.**

Per the [Activities and Programs with Minor Participants Policy 1.50](#), any faculty, staff, appointee, student, student employee, graduate associate, or volunteer working in activities and programs with minors, who is likely to have responsibility for the **care, custody, or control** of a minor as part of that activity or program, must have an Ohio Bureau of Criminal Investigation (BCI) (or BCI/FBI if he/she has not resided in Ohio consecutively for the past five years) fingerprint background check completed before activity or program with minors begins.

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**ADDITIONAL OFFICE OF BUSINESS AND FINANCE REQUIREMENTS**

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**Additional checks may include any of the following:**

- **Credit Checks:** Staff with fiduciary/financial responsibility (examples include but are not limited to: access to banking information and/or financial loans systems, asset management, cash handling, collections/disbursements, contracts/agreements negotiation/approval, purchase card manager, expenditure approval, express orders approvals, payroll changes, surplus management, and other fiduciary/financial related duties) 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.

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**EVALUATION OF RESULTS**

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**Certification / Education Verification:** Positions that require an employee to have a specific degree or professional license/certificate in order to perform the job as stated in the job posting will require the background check to include verification of these credentials in addition to the standard background check. This 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.

**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

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Positions requiring access to financial/banking systems/information (example: National Student Loan Data System (NSLDS)) may require additional considerations, based on the requirements of the system being accessed. Additional risk factors to be considered include:

- Student loan debt (loans in default)
- Bankruptcies (which include student loan debt)

**Criminal History:** Only convictions and open cases will be considered 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.

**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.

**RESOURCES**

- [Background Check Policy 4.15](#), University Policy
- [Background Check FAQs](#), Policy 4.15
- [Background Check Standards and Toolkit](#), 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 \(FCRA\)](#)
- [Third Party Staffing Vendor Contract Language](#)

**BACKGROUND CHECK UNIT APPROVER(S)**

| Approval             | Contact        | Telephone    | Email  |
|----------------------|----------------|--------------|--|
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