

CRIMINAL BACKGROUND CHECK PROCESS

Summary of Process:

- 1) Human Resources will initiate Criminal Background Check (CBC) for all Classified and Unclassified employees, including Graduate Assistant's and Non-Contract (EOP) employees. Division Head or designee must notify Human Resources of all Non-Contract (EOP) employees **prior** to employment.
- 2) Division Head or designee determines if **student positions** require a background check (please refer to checklist).
- 3) Division Head or designee **e-mails** the following student information to the HRCBC@uwlax.edu e-mail address if a background check is required. Please include the following information:
 - *Student's **name**
 - *Student's **e-mail address**
 - ***Position** student is applying for
 - *Name of **person to notify** of background check results
- 4) If a candidate does not have e-mail, he or she can stop by the Human Resources office to complete a Criminal Background Check Consent Form.
- 5) **Human Resources submits background check request** through HireRight, and HireRight sends an e-mail to the candidate requesting information and consent for the background check.
- 6) **Candidate completes** the online background check authorization form.
- 7) HireRight conducts a Social Security Number trace to determine where the candidate has lived. **HireRight then conducts a criminal history check** for each geographic area the candidate has lived. The national sex offender registry is also checked by HireRight. HireRight notifies Human Resources of the results.
- 8) Human Resources will **notify the Division Head or designee of the results** within 2 to 7 business days (usually 2 days for in state and up to 7 days for out-of-state) from when the candidate completed the online authorization form.

Individual Responsibilities:

Division Head or designee:

- 1) **E-mail** student's name and e-mail address, position, and person to notify of results to **HRCBC box**.
- 2) **Notify the student** that they will receive an e-mail (from HireRight) requesting background check information, and request that they complete it as soon as possible to keep the process moving.

Candidate:

- 1) Complete and **submit online authorization form** or Criminal Background Check Consent Form if e-mail address is not available.

Human Resources:

- 1) Provide candidate's name and e-mail address to HireRight to **conduct criminal background check**.
- 2) **Notify** Division Head or designee **of results**.
- 3) **Enter** criminal background check completion date **into HRS**.

Checklist to determine if a position requires a background check

(Please check the box if “Yes”)

- Does this position serve in a **teaching** or **training** capacity?
- Is this position a **camp counselor** or someone who **travels with students or teams**?
- Does this position **handle cash** with access to **safes**, cash **deposits**, or authorization for **refunds**?
- Does this position handle, give receipt for or have custody of **cash, checks** or **securities**, or account for **supplies** or other **property**; authorize (or make appropriations for) **expenditures**; approve, certify, sign or countersign **checks, drafts, warrants, vouchers, orders** or other documents providing for the paying over or delivery of money, securities, supplies or other property, or serve process?
- Does this position **maintain** or **audit accounts** of money, checks, securities, time records, supplies or other property, or take physical **inventories** of money, checks, securities, supplies or other property?
- Does this position **set up checking** or **credit card accounts**, make **payments** to vendors, **sign** procurement **contracts**, or have global **access to electronic files**?
- Does this position have significant **inventory control** responsibilities, including the receipt and release of inventory?
- Does this position have **unsupervised access** to University, employee, or student **property**, including positions located in the University’s **residence halls** with access to the rooms of students?
- Does this position set up, have access to or maintain central **personnel records/information**, create personnel appointments, process **payroll** payments, or have global **access to electronic files**?
- Does this position set up, have access to or maintain **academic records/information** of any kind?
- Does this position set up, have access to or maintain **medical** or **health care records/information** of any kind?
- Is this position a Master or submaster **key holder** who may have access to equipment, vehicles, central warehouses, and equipment storage?
- Does this position perform **public safety** related duties?
- Does this position set up or maintain the University’s **server**, university-wide **databases**, or campus-level application-specific **software** editing and modifying?

If you checked any of the above boxes, this position requires a background check to be conducted.