

Background Check FAQ's

1. Why does the College need to conduct background checks?

The College is committed to providing a safe environment for all students and employees and endeavors to protect the health, welfare and safety of all students, employees and visitors on our campus. The background check process is intended to assist Human Resources and hiring managers in the evaluation of whether a candidate is suitable for a position. Requiring background checks for prospective new hires also puts the College in compliance with Board policy, 3354:1-44-01.

2. Who is subject to a background check?

Background checks are required for any newly hired or rehired (break in service for one year or more) full-time and part-time faculty, lecturer (temporary or regular), adjunct, administrators, staff positions, student employees, work study, volunteers and temporaries employed by an outside agency.

3. Are student employment positions subject to the completion of a background check?

All student employment positions recommended for hire will be subject to the satisfactory completion of a background check. If the position works with minor students, under the age of 18, applicants will be required to satisfactorily complete a background check against the national sexual offender list.

4. If I am a student, will the results of the background check affect my enrollment as a student?

No, this is for employment purposes only.

5. Who performs the "background check" and what does it consist of?

Background checks will be coordinated by Human Resources with the hiring department and an external vendor (TrueScreen, Inc.) who meets the provisions of the Fair Credit Reporting Act. At a minimum, the background check will consist of a social security number trace, criminal check, employment history verification, and drug screen. Education and credential/certification verification will also be completed when required for the position, plus a credit check for positions handling cash or credit cards.

Results of background checks will not include any expunged or civil court records.

6. Are international (non U.S. citizens or permanent residents) applicants subject to background checks?

Yes. In the event the international applicant's previous employer or institution is based in the United States or the individual has been residing within the U.S. for 30 days or longer, the applicant will need to have a U.S. background check completed. In the event the

International applicant is not coming immediately from a U.S. based employer or institution, but from a country outside of the U.S., an international background search will be conducted.

7. Is this the only background check completed on applicants?

No. If the position is required **by law** to include subsequent background checks, such procedures and regulations will be conducted as required.

8. Will the applicant be notified that he or she is subject to a background check and drug screen?

Applicants will be informed via the job posting as well as at the time of the interview, that an offer of employment is contingent upon the successful completion of such.

9. Does the background check and drug screen need to be completed before verbally offering the employee the position?

It is not required to complete the background check and drug screen prior to making the verbal offer. However, all verbal offers are made **conditional** based upon the candidate's successful completion of the background check and drug screen.

10. When will the background check order be placed and by whom?

• Full-time Faculty, Lecturer, Administrators, and Staff Positions:

- The background check process will be initiated by the Human Resource Representative immediately following the candidate's verbal acceptance of the contingent offer of employment.

• Part-time and Student Positions:

- The background check process will be initiated by the Human Resource Representative immediately following the candidate's verbal acceptance of the contingent offer of employment.

• Adjunct Faculty

- The background check process will be initiated by the Manager, Adjunct Services immediately following the candidate's verbal acceptance of the contingent offer of employment.

11. What if any subsequent information will be required by the candidate?

Applicants will receive an electronic notification from TrueScreen, Inc. (to their e-mail address as identified on the application form) on behalf of Tri-C providing them with instructions to complete an e-consent form. Applicants will be required to provide contact information such as address and phone numbers, date of birth, social security number, etc.

12. How long does it take for a background check to be processed?

On average, background checks for U.S. citizens and permanent residents generally take up to 48 hours or two working days, depending on the information submitted by the candidate.

13. The results of the background check have shown that the applicant has falsified or provided incomplete application materials. Are there consequences?

Yes. If it is determined that at any step during the hiring process that an applicant has falsified or provided incomplete information, it may result in the applicant's disqualification of employment, withdrawal of the job offer, or termination.

14. What happens if a criminal conviction is identified during the background check process?

All background checks indicating a criminal conviction will be reviewed by the designated HR representative. A criminal record will not automatically disqualify a candidate from College employment. Criminal records are reviewed for factors such as: severity of the offense, the length of time since the offense, and nature of employment offered, etc.

15. If I fail my drug screen, when can I reapply for employment?

Applicants can reapply for employment after six (6) months.

16. Who will get the reports on employees?

A designated Human Resources representative will receive the background check and drug screen results directly.

17. An employee has started work prior to the completion of the background check. What happens if the College determines that the employee does not satisfactorily complete the background check?

The employee will be separated immediately.

18. If an applicant is "not viable" based on screening results, who has the responsibility to tell applicant?

Human Resources and/or the hiring manager will notify the applicant. However, the initial notification of a positive drug screen will come from an independent Medical Review Officer.

19. Will an adverse or "not viable" rating on one job eliminate an applicant from all employment?

In an instance where an applicant is eliminated from a job due to an adverse result, this does not necessarily preclude them from other job opportunities.

20. How can I obtain a copy of the background check/drug screen test report?

As part of your FCRA Rights, a copy of your report can be obtained by contacting TrueScreen, Inc. at **(800) 260-1680**.

21. May the results of the background be appealed?

In the event the hiring manager disagrees with the decision that a prospective candidate is ineligible for hire based upon results of the background check, he/she may appeal to the VP, Human Resources for final determination. However, the decision of a failed background check is not subject to appeal by the candidate or existing employee.