



CRIMINAL BACKGROUND CHECK PROCESS

EFFECTIVE DATE: December 1, 2007

SUMMARY OF PROCESS:

- 1) Division Head or designee **determines if position requires a background check.**
 - Permanent hire? (all permanent hires need a background check)
 - Ad Hoc/Lecturer? (all teaching/training positions need a background check)
 - LTE or Student Employee? (most need a background check – see checklist below to determine if this position requires a background check)
- 2) Division Head or designee **e-mails** the following information to [Human Resources](#) if background check is required. Please include the following information:
 - Candidate's **name**
 - Candidate's **e-mail address**
 - **Position** candidate is applying for
 - **Account number** to charge background check fee to
 - Name of **person to notify** of background check results
- 3) If candidate does not have e-mail, he or she can complete a [Criminal Background Check Consent Form](#), and send it to Human Resources.
- 4) **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.
- 5) **Candidate completes** the online background check authorization **form**.
- 6) HireRight conducts a Social Security Number trace to determine where the candidate lived. **HireRight** then **conducts a criminal history check** for each geographic area the candidate lived in. The national sex offender registry is also checked by HireRight. HireRight notifies Human Resources of the results.
- 7) 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.
- 8) Division Head or designee will see background check **fee charged** to specified account on monthly basis. Average cost is \$34.97 per check, however, out of state checks may incur additional fees.
- 9) Division Head or designee **completes** relevant new hire **paperwork** for all new employees and indicates the date the criminal background check was completed (ex. PA form, student and LTE employment forms).

INDIVIDUAL RESPONSIBILITIES

Division Head or designee:

- 1) **E-mail** final employment candidate(s) name and e-mail address, position, department/unit account number (to charge background check fee to), and person to notify of results to [Human Resources](#).
- 2) **Notify the candidate** 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 process moving.
- 3) For Unclassified searches, **send offer letter** to final candidate after receiving approval e-mail containing the criminal background check results from Human Resources.
- 4) If offer letter is sent **prior to receiving background check approval**, please make sure to include the following statement in the offer letter: "This appointment is conditional pending the results of a criminal background check. The appointment will be withdrawn or terminated if the results are unacceptable."

Candidate:

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

Human Resources:

- 1) Send candidate's name and e-mail address to HireRight, and **conduct criminal background check** in HireRight.
- 2) **Notify** Division Head or designee **of results** and forward billing information to Accounts Payable.
- 3) **Enter** criminal background check completion date **into HR System**.



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.



COMMON CRIMINAL BACKGROUND CHECK QUESTIONS AND ANSWERS

Policy Effective Date: 12/1/07

- Q:** *If an Adjunct Instructor has already been hired to teach for Spring Semester 2008, and will be rehired to teach a course in Summer of 2008, will that person need a background check?*
- A:** Yes, all employees hired in a teaching/training capacity after 12/1/07 will need to have a Criminal Background Check (CBC) conducted.
- Q:** *If an adjunct instructor hired for the Fall Semester has a current appointment and is being rehired for the following semester within the same unit, is a background check necessary if the confirmation letter is being sent after December 1st? Is this considered a "new hire" even though the same appointment number may be used?*
- A:** Yes, a background check will need to be conducted (if applicable pursuant to the policy). Since a "new" agreement is being made to rehire the same person after December 1st, a Criminal Background Check will need to be conducted. When the person was initially hired, it was for a specific duration. Upon re-hire of this individual, a new agreement occurred, and thus the individual is subject to a check.
- Q:** *If a student currently enrolled in the Education Program is hired after a CBC has already been completed by Public Safety, does another separate check need to be done by HR on that student for purposes of employment? The candidate would have received the Wisconsin Caregiver Check.*
- A:** No, HR will accept the CBC that has already been processed, however, the date that the check was conducted will need to be obtained and this should be noted on the student employment form upon submission to HR for verification purposes.
- Q:** *Does a new student worker that has access to employee or student address/employment/spouse information need to have a criminal background check conducted prior to employment?*
- A:** Yes, this qualified as a "at risk" or "trust sensitive" position, based on the student worker's access to confidential employee or student data and University donor information (i.e. address, spouse, and/or employment data).
- Q:** *Do volunteers and/or contractors in "at-risk" or "trust sensitive" positions require a CBC?*
- A:** No, pursuant to the policy, volunteers and/or contractors are not required to be checked. However, if a department would like to conduct checks on volunteers, it is at their discretion. If requested, HR can conduct the check and the expense would need to be covered by the department.
- Q:** *Some departments have students that work in the community (i.e. at the Boys and Girls Clubs, county libraries). Will these students require a criminal background check?*
- A:** Yes, since these positions are mentoring and/or teaching minor students under age 18, a criminal background check will need to be conducted prior to employment.
- Q:** *Will the background checks required under the Wisconsin Caregiver Law still be conducted by Public Safety?*
- A:** Yes, however, HR will need to be informed of the date the CBC was conducted and will need verification from Public Safety upon completion.
- Q:** *It is permissible to conduct criminal background checks on current permanent and LTE staff?*
- A:** No, unless these individuals require a check pursuant to the policy (such as transferring or moving to a new position).
- Q:** *What does the e-mail look like and what will the subject line read once the candidate receives the authorization e-mail from Hire Right for completion?*
- A:** The e-mail will appear to have been sent directly from Hire Right and the subject line will read as follows: *University of Wisconsin-Green Bay-Office of Human Resources Background verification for <Candidate's Name>*



Sample candidate e-mail:

Dear <CANDIDATE>,

To assist in completing the University of Wisconsin-Green Bay-Office of Human Resources background verification process, please go to the website address listed below and enter the login information. Once you have logged in, please complete and submit the information forms.

Our objective is to complete this process quickly. Please make every effort to accurately provide all of the requested information. An associate from HireRight, our background verification partner, may contact you for additional information during the verification process. Please return Hire Right's call or e-mail promptly to ensure a fast and accurate verification. If you have any questions in completing the forms, please contact HireRight customer service at (866) 521-6995, Sunday 5 p.m. through Friday 9 p.m. Pacific Standard Time.

Thank you.

Jolene Truckenbrod
truckenj@uwgb.edu

Website Address: <http://www.hireright.com>

Login: <CANDIDATE SPECIFIC>

Password: <CANDIDATE SPECIFIC>

Your login and password are case sensitive and will remain active for 30 days from the date you first log in, or 60 days from the date you received them, whichever comes first. Save this web address, login and password as it will be required should you need to login at a later date prior to submission. Once you have submitted the form, your login and password will be deactivated and you will not be able to make any changes to your information so please make sure your information is correct before you submit it. Please note that HireRight supports Microsoft Internet Explorer 5.0 or higher and Netscape Navigator 4.75 or higher.

Q: When initiating the criminal background check, can departments provide two e-mail addresses to HR for the same candidate? Oftentimes, a candidate has more than one e-mail address (for example, both a home and work e-mail account).

A: No, only one e-mail account address can be entered for the candidate. However, HR can request a copy of the e-mail being sent to the candidate, and can forward to an additional e-mail address if needed.

Q: How does HR monitor candidates who do not respond to the e-mail from Hire Right?

A: HR maintains a spreadsheet to monitor any outstanding candidate background checks. The department contact person will be notified if the candidate has not responded to the e-mail from Hire Right after one week.

Q: What is the minimum cost for the background checks?

A: The minimum is \$36.00 for in-state or out-of-state background checks. The cost is dependent upon the particular state and county being checked. The charges for each state are different, so the cost may or may not be more than \$36.00 if the candidate previously lived in a state other than Wisconsin. However, an additional fee may be incurred if an individual had a previous name (i.e. maiden name), since the check needs to then be conducted on two names instead of one. HR has a list of states and counties that will result in additional fees and departments can contact HR if this information is needed.