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must successfully complete the driver clearance process including all applicable background checks (refer to [PO.9 Motor Fleet Safety of the Staff and Administrator Policy Manual](#))

## Procedures

For all positions, the hiring manager or his/her designee is responsible for checking professional references prior to an offer being extended. Any questions regarding whether references are satisfactory should be discussed with human resources.

All offers of employment (including internal transfers and promotions) contingent upon complete and satisfactory findings of all applicable background checks as defined in the Step Step process section of this policy. Background checks may include: social security number search, previous employers, sex offender registry, credit report, criminal records search, verification of academic credentials, driver license and driving record check, verification of occupational and professional licenses, drug/alcohol check, physical, and healthcare sanctions check. The office of human resources coordinates the collection of all background check information with a third party vendor.

In most cases, the results of all applicable background checks should be received and evaluated before the individual begins to work. In urgent situations requiring a rapid employment action and with the approval of the human resources office or the president for academic affairs an individual may begin to work pending successful completion of the background checks, provided that professional references have been checked.

Human resources, in consultation with the hiring manager and divisional vice president will determine whether the individual is suited for employment in the position for which he/she applied. If unsatisfactory results are reported, human resources is responsible for interacting with the applicant in these cases, and ensuring that the University is in compliance with the Fair Credit Reporting Act.

## Determining What Level of Background Check Is Required

The assistant vice president for human resources or designee shall determine in a manner consistent with the matrix (below) what types of background checks are required for each position. Factors in making this determination include but are not limited to whether the position involves:

- x Direct responsibility for the care, safety and security of people, including children and minors, or property.
- x Direct access to, or control over, cash, checks, credit cards, and/or credit card account information.
- x Authority to commit financial resources of the University in an amount greater than \$300.
- x Responsibility for operating a University-owned vehicle.
- x CDL drivers operating University-owned vehicles for the purpose of transporting students, employees and others.
- x Control over campus business processes, either through functional roles or system security access.
- x Access to personal identifying information

- Possession of building master or ~~ma~~ster keys for building access.
- x Representing or serving the University as a licensed or accredited professional.

### Matrix of Background Checks

#### Types of Checks

\* Any individual University driver must successfully complete the driver clearance process prior to driving a University vehicle and must comply with parking and transportation policies. EDL drivers receive all checks as required by the Federal and Maryland Departments of Transportation.

## Step-By-Step Process

1. Position advertisements (postings) will contain notification to applicants that all offers are contingent upon background check results
2. After checking references, the hiring manager will identify the candidate selected for hire, obtain the appropriate supervisory approval and call Human Resources to initiate the Employment Recommendation (ER) in PeopleAdmin. The hiring manager/chair may then extend an offer contingent upon background check results. Once the candidate accepts the verbal offer, the background check is initiated and instructions are sent to the candidate via email.
3. Background verifications will be completed by the vendor and the results sent electronically to human resources.
4. If the background check reveals potentially disqualifying information, human resources along with the hiring manager/chair and the divisional vice president will consider the nature of the finding, the job for which the applicant is being considered, when the event occurred and the applicant's conduct, performance, and/or rehabilitation efforts since. When appropriate, outside counsel and other relevant experts will be consulted and human resources may contact the prospective employee for additional information. If the possibility of adverse action exists, human resources will provide the candidate a Pre Adverse Action Notice along with a copy of the report and a notice of rights.
  1. The candidate has a period of 7 calendar days to dispute information with the vendor.
  2. If the candidate fails to contact the University in a timely manner to indicate that the matter has been resolved, the hiring manager may proceed with the hiring process and select another candidate.
5. If the decision is made not to hire the candidate, Human Resources will mail a Final Adverse Action Notice to the candidate explaining -0.004 Tc 0.004 Twoe 3(ort)4(nd )JTJ ,rlt3is n

3. "Educational verification" means confirming that an individual possesses all education credentials beyond high school listed on the application, resume or cover letter or other information provided that qualify the individual for the position sought.
4. "Employment verification" means confirming that an individual actually worked in the positions listed on the application, resume, or cover letter or other information provided that qualify the individual for the position sought. This verification should include dates of employment and verification of last position held for each employer.
5. "Fair Credit Reporting Act (FCRA)" applies to consumer reports used for multiple purposes, including employment background checks performed by third parties for the purposes of hiring, promotion, retention or reassignment.
6. "Healthcare sanctions check" identifies sanctioned individuals and entities in the healthcare field. Sanctioned individuals are those who have been determined to be