Criminal Background Check Process Overview

ADMINISTRATIVE HIRING

— Job is posted on Website or announced internally
— Applications are received in Human Resources
— Applications are screened for minimum qualifications
— Applications are forwarded to Unit(s)
— Applicant(s) are interviewed
— Applicant(s) references are checked
— Final candidate is identified
— Approval to Hire Affirmation Action form is submitted and reviewed for final approval
— Approval to Hire Affirmation Action form is signed by Human Resources and Affirmative Action; department is notified
— Offer of employment is extended, contingent upon successful background check results
— UM Disclosure form and copy of FCRA Rights is provided to final candidate by hiring manager
— Disclosure is completed and signed by the final candidate and returned to Human Resources (following instructions provided on Disclosure form)
— Final Candidates criminal background check is investigated (48 - 72 hours)
— Human Resources receives criminal background check report
— If no adverse action is discovered: Human Resources notifies Hiring Manager to proceed with hire
— If job related adverse information is discovered, Human Resources initiates conversations with Hiring Manager, with ultimate hiring decision will be made by the Associate Vice Chancellor, Human Resources