

POLICY STATEMENT**NO. 3.19.00**

Coordinated By: Department of Human Resource Management

Effective: April 1, 2007

Subject: Pre-Employment Screening

I. PURPOSE

In order to ensure that we hire only the most qualified applicants and to ensure that we uphold our employment standards, Louisiana State University in Shreveport is adopting pre-employment screening practices. An outside agency, in compliance with the Fair Credit Reporting Act (FCRA), will be contracted to provide pre-employment screening services. The cost of screening will be the responsibility of the Human Resources Department. Only an applicant being considered for a job offer will be subjected to background checks.

II. APPLICABILITY

This policy shall apply to all employees of Louisiana State University in Shreveport including appointees and all other persons having an employment relationship with this agency. Faculty, administrators and professional employees are governed by employment guidelines found in the Bylaws and Regulations of the Board of Supervisors of Louisiana State University and Agricultural Mechanical College, but all other employees are called "classified" and are governed by the rules and regulations of the Louisiana Department of Civil Service.

III. POLICY**A. Classified Positions (except University Police)**

For classified positions, the background check will include: verification of the applicant's social security number, criminal records search for all counties/parishes in which the applicant has reported to have lived or worked, and a check of the national sex offender registry.

B. Faculty and Unclassified Positions

For faculty and unclassified positions, the background check will include: verification of the applicants social security number, a criminal records search for all counties in which the applicant has reported to have lived or worked, a check of the national sex offender registry, and verification of the educational background of the applicant.

C. University Police

Due to the nature of the position, any member of the University Police Department will undergo additional background checks by the Director of University Police. This background check will include, but not be limited to, a thorough criminal history, mental health evaluation, and a drug test.

IV. CONDITIONAL JOB OFFERS

All job offers are contingent upon the approval of the administration of the university. Additionally, unclassified and faculty job offers are also contingent upon the approval of the LSU System. The employing department, at the department head's discretion, may make a conditional job offer to the applicant prior to receiving the results from the background check. The applicant must be notified that the job offer is conditional upon successful completion of a background check and the appropriate administrative approval(s). No applicant may begin work prior to the completion of the background check and approval of the administration of the university. If the background check returns any violations or misrepresentations, the conditional job offer may be revoked.

V. REFERENCES

Reference checking and verification of previous employment are still the responsibility of the hiring department.

VI. TRANSCRIPTS

While the background check will include a verification of degrees conferred for all faculty and unclassified staff, this will not replace the requirement for all faculty and unclassified staff to provide official transcripts to the Office of Human Resource Management. Failure of a new employee to provide a transcript may result in termination.

VII. REASONS FOR UNSUCCESSFUL BACKGROUND CHECKS

Any discrepancy by the applicant on the application or resume may result in disqualification for employment. All applicants should disclose criminal convictions during the application process. Each candidate must be asked to disclose convictions on the application or through the applicant release form, if no application is required. These convictions should be discussed and the implications on the employment should be addressed prior to the background check. Any new information learned from the background check may result in disqualification of employment for the applicant. Any unsuccessful verification of degrees reported by the applicant may also result in disqualification of the applicant.

VIII. PROCEDURE

- A. Applicants for classified positions must fill out a Civil Service Application (SF-10). Faculty and unclassified applicants must submit a resume or curriculum vitae.
- B. The successful applicant will be required to fill out the applicant release form authorizing LSUS to run a background check.
- C. The resume or application and applicant release form must be faxed to the Human Resource Management office at (318) 797-5124.
- D. Human Resource Management will review the background check results and notify the department head in writing if the employee is eligible for hire.
- E. If an applicant is rejected based upon information received in the background check, the department head will inform the applicant that they were not successful on the background check and inform them the vendor will be in contact with reasons and copy of the report pursuant to Federal Credit Reporting Act guidelines.

F. Background check results will be stored in the Human Resource Management file.

IX. CONFIDENTIALITY

All information, interviews, reports, statements, and memoranda, received by Louisiana State University in Shreveport through its background check program are confidential communications, pursuant to the Federal Credit Reporting Act, and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings, except in an administrative or disciplinary proceeding or hearing, or civil litigation where the background check is relevant, or except where the information is the subject of a court order.

X. CONCLUSION

By administering consistent, unbiased pre-employment screening techniques the University enhances its mission to provide services to our students and the public.

APPROVED

Michael T. Ferrell, Vice Chancellor of Business Affairs

Date

Vincent J. Marsala, Chancellor

Date



Louisiana State University in Shreveport
Office of Human Resource Management
Internal Memorandum

Date: April 1, 2007
To: All Hiring Department Heads
From: DeAnn Arnold
Re: Background Check FAQ

When will LSUS begin running background checks?

We have secured a vendor, Inquiries, Inc. for the background checking policy and background checks will be required for all employees offered positions after April 1, 2007. Any offers made after April 1, 2007 must include the verbiage: "This offer is contingent on successful completion of a background check."

What is LSUS checking for?

A. Classified Positions (except University Police)

For classified positions, the background check will include: verification of the applicants social security number, criminal records search for all counties/parishes in which the applicant has reported to have lived or worked, and a check of the national sex offender registry.

B. Faculty and Unclassified Positions

For faculty and unclassified positions, the background check will include: verification of the applicants social security number, a criminal records search for all counties/parishes in which the applicant has reported to have lived or worked, a check of the national sex offender registry, and verification of the educational background of the applicant.

C. University Police

Due to the nature of the position, any member of the University Police Department will undergo additional background checks by the Director of University Police. This background check will include, but not be limited to, a thorough criminal history, and a mental health evaluation.

What determines if an applicant is successful on the background check?

Any discrepancy of the resume or application may result in an unsuccessful background check. Discrepancies include, but are not limited to, any convictions not disclosed by the applicant, any discrepancy on the educational background, etc. Every applicant should be asked by the chair or department director, "Have you ever been convicted of a crime, including DUI/DWI?" ***This verbiage is precise.*** You MAY NOT ask about arrests and do not distinguish between felonies and misdemeanors. The Civil Service application (SF-10) asks for this information specifically on page two; be sure to review this with your applicant during the interview. Any and all convictions should be discussed with Human Resources prior to a verbal offer.

How long does it take? Do I have to wait until it's done to hire the employee?

The background check takes, on average, three business days; international background checks may take longer. You may make an offer contingent on the background check; however the employee may not begin working at LSUS until the background check is complete without Vice Chancellor approval. If the applicant begins employment and is disqualified by the background check, you must terminate the employee.

Do I still have to check references?

Yes. References are an essential part of the hiring process. Inquires, Inc will not verify previous employment or provide references.

If the background check is verifying educational background, do we still need transcripts?

Yes. We are still required by our accreditation body, SACS, to keep official transcripts on file for all unclassified employees and faculty. The background check is an extra safeguard to detect falsification of credentials.

How do we run a background check?

Classified Positions:

1. All applicants for classified positions must complete the Civil Service application (SF-10).
2. After the interview process is conducted and finalists are selected, finalists should be directed to complete the "Classified Applicant Release and Authorization" form from the Human Resource Management website. A background check will be completed on the final candidate only, but having all finalists complete the form will speed up the process.
3. A verbal offer may be made. In making the verbal offer, you must explain to the applicant that the offer is **"contingent on successful completion of a background check and dependent on University Administration approval."**
4. The Civil Service Appointment Form, Applicant Tracking Form, SF-10 and Applicant Release and Authorization form should be faxed or delivered to Human Resource Management.
5. Human Resource Management will run the background check and process the requisition. Human Resource Management will budget for the charges for the background check.
6. The applicant *may* begin employment prior to the completion of the background check with approval from the university administration. However, keep in mind the applicant may have to be terminated if the background check is unsuccessful.
7. Human Resource Management will notify the hiring department if the applicant was successful or not successful on the background check.
8. If an applicant is to be rejected based upon information received in the background check, the department head will inform the applicant that he/she was not successful on the background check and inform him or her that the vendor will be in contact with reasons and copy of the report pursuant to Federal Credit Reporting Act guidelines.

Faculty and Unclassified Positions:

1. A resume or CV will be solicited from all applicants.
2. After the interview process is conducted, and finalists are selected, finalists should be directed to complete the "Faculty/Unclassified Applicant Release and Authorization" form on the Human Resource Management website. Only a background check will be

- completed on the final candidate, but having all finalists complete the form will speed up the process.
3. Each finalist should be asked during the interview by the chair, dean or department director, "Have you ever been convicted of a crime, including DUI/DWI?" This verbiage is precise. You MAY NOT ask about arrests and do not distinguish between felonies and misdemeanors.
 4. A verbal offer can be made. In making the verbal offer, you must explain to the applicant that the offer is "**contingent on successful completion of a background check and dependent on University Administration and LSU system approval.**"
 5. The Resume, Offer Letter, and Applicant Release and Authorization form should be faxed or delivered to Human Resource Management.
 6. Human Resource Management will run the background check and process the requisition.
 7. Verbal offer is followed by a written offer, upon successful completion of the background check.
 8. The applicant *may* be extended a written offer or may begin employment prior to the completion of the background check with approval from the university administration. However, keep in mind the applicant may have to be terminated if the background check is unsuccessful.
 9. Human Resource Management will notify the hiring department if the applicant was successful or not successful on the background check.
 10. If an applicant is to be rejected based upon information received in the background check, the department head will inform the applicant that he/she was not successful on the background check and inform him or her that the vendor will be in contact with reasons and copy of the report pursuant to Federal Credit Reporting Act guidelines.