



UAR NUMBER:

TITLE:

ORIGINATOR(S):

INITIAL ADOPTION:

REVISION DATE(S):

AUDIENCE: (SELECT ALL THAT APPLY)

FACULTY

STAFF

STUDENTS

VENDORS

OTHER (SPECIFY):

PURPOSE:

SCOPE:

DESCRIPTION (INCLUDE DEFINITIONS):

OFFER OF EMPLOYMENT PROCESS:

With regard to regular full-time and part-time employment recommendations (other than student employment recommendations (other than student employment recommendations)), the following procedures apply:

Offers of employment should only be made after the University's established employment procedures, as listed in the Affirmative Action Plan and including a fully-approved Personnel Action Request (PAR) or Workflow, have been completed.

Once the PAR or Workflow has been approved, a contingent verbal offer may be made to the chosen candidate. The hiring supervisor must verbally indicate that the offer is contingent upon the completion of a background investigation satisfactory to the University.

All verbal offers for full-time employment will be followed-up by a written offer letter/contract prepared by the Office of Human Resources and will include the following statement: "This offer is contingent upon the completion of a background investigation satisfactory to the University."

If the background check is not complete upon the effective date of action for an employee, he/she will be allowed to begin work upon approval of the PAR or Workflow. The Office of Human Resources will monitor these checks until complete so that a final decision can be made to either allow the employee to begin work or to continue his/her current appointment.

With regard to student employment recommendations, the following procedures apply:

New federally-funded student employees will be notified of student employment by an assignment. The assignment letter will state that their employment is contingent upon the receipt of a background check satisfactory to the University.

Departments that wish to employ students with institutional funds must submit an Institutional/ Reimbursable Request Form at least ten (10) working days prior to the beginning date of employment. The Request Form must be approved by the Office of Enrollment Services and either the Office of Budgets and Financial Planning or the Office of Accounting and Financial Services, depending on the funding source. Upon final approval the Request Form, the hiring department may allow the student to begin working. The hiring department must advise the student that his/her employment is contingent upon the receipt of a background check satisfactory to the University.

INITIATION OF CRIMINAL BACKGROUND CHECKS:

The Office of Human Resources initiates the background check process for applicants after contingent offers.

The Office of Enrollment Services initiates the background check process for approved students after contingent assignments/offers.

APPROVED BY:

VICE PRESIDENT: _____ DATE: _____

APPROPRIATE INSTITUTIONAL REVIEW: *Heidi Tall* DATE: 7/9/18

PRESIDENT: *Jay Wagon* DATE: 7/9/18

DESCRIPTION (CONTINUED):