



THE UNIVERSITY of
NEW ORLEANS

**ADMINISTERED BY: Office of Vice
President for Business Affairs**

Policy No: AP-BA-42.2
TITLE: Pre-Employment Background
Screening
EFFECTIVE DATE: August 1, 2013*
(*Policy Revised, see below)
CANCELLATION:
REVIEW DATE: Spring 2016

The University of New Orleans (UNO) recognizes that hiring a new employee is an important responsibility. The UNO Office of Human Resource Management (HRM) understands that employing the best people and providing a safe and secure workplace, both physically and financially, is a primary function of the office. By performing a thorough pre-employment background screening on candidates, the University is more likely to bring into the institution highly skilled individuals who will prove to be tremendous assets. For these reasons and in order to create and sustain a safe environment for all members of the University community, HRM will conduct criminal history checks as part of the hiring process.

PURPOSE

The purpose of this policy is to provide procedures and guidelines for the implementation of background checks, to include criminal history, for classified and unclassified faculty and staff, and temporary employees hired by the University.

AUTHORITY

Authority for this document is derived from Article 10 of the Constitution of the State of Louisiana, Chapter III, Section II of the Bylaws and Regulations of the Board of Supervisors of the University of Louisiana System.

DEFINITIONS

- **Classified Positions:** Any office or position in the classified service.
- **Unclassified Positions:** The teaching and professional staffs, and administrative officers of schools, colleges, and universities of the State, and bona fide students of those institutions employed by any State agency.
- **Temporary positions:** Intermittent, Period of Appointments, Gratis, Adjunct, and Part-time faculty.

GENERAL POLICY

UNO will conduct background checks, to include criminal history, through a third party consumer reporting agency (CRA) on final candidates for classified, unclassified faculty and staff, and temporary positions.

PROCEDURE

In order for the pre-employment background screening process to achieve the desired results, hiring managers shall follow the procedures listed below:

1. For ***classified employees***, the hiring manager shall contact HRM with the selected candidate. HRM shall contact the candidate for completion of necessary pre-employment screening documents.

For ***unclassified employees***, the hiring manager shall have the candidate complete the "[Background Screening Notification and Authorization Form](#)" and include it in the hiring packet to HRM. Additionally, the candidate shall be provided the document entitled "**A Summary of Your Rights Under the Fair Credit Reporting Act.**" Forms can be found on SharePoint under HRM.

For ***temporary employees***, the hiring manager shall have the candidate complete the "[Background Screening Notification and Authorization Form](#)" and include it in the hiring packet to HRM. Additionally, the candidate shall be provided the document entitled "**A Summary of Your Rights Under the Fair Credit Reporting Act.**" Forms can be found on SharePoint under HRM.

- a. The following temporary WAE (intermittent) positions at the UNO Lakefront Arena are exempt from this policy: janitorial workers, administrative workers, ushers, door attendants, t-shirt security and concession workers (non-cash handling).
- b. Student Workers and Graduate Assistants are exempt from this policy, but department head may request background checks based on the assigned duties to be performed by the student.

NOTE: Any additional background services beyond the standard checks may be requested by the hiring manager through HRM.

2. The background check takes two to three working days on average from receipt of the completed form. Any candidate who refuses to provide a signed authorization form shall be ineligible for consideration of the position sought.
3. For ***all classified employees***, if the results are favorable, HRM shall make the job offer.

For ***all unclassified and temporary employees***, an offer of employment may be made contingent on a satisfactory background check and this contingency should be included

within the offer letter. See offers letters, [click here for offer letters](#). If the results are favorable, the hiring manager shall be notified by HRM and then the official job offer may be made.

4. If a candidate has an unfavorable result, HRM shall contact the respective Vice President for consultation and final hire decision. Based on the results of the background check, the University may refuse to hire a candidate, may withdraw a conditional offer of employment to a candidate, or may terminate a current employee who has made false representation of material facts or omitted factual information in the employment process.
5. Only University designated HRM employees shall initiate a background check or receive results with third party vendor. Results of all background checks shall be kept confidential and shall not be disclosed except to the extent necessary to administer and enforce this policy.

NOTE: The background check must be completed prior to the official job offer and the employment start date.

SERVICES

- Criminal Background Checks
 - Parish/County Criminal History Record Search - A criminal history search of counties and/or parishes in which the candidate has worked, attended school, and/or resided (if different from the county/parish in which he/she worked) within the last seven years. All felony conviction, misdemeanor convictions, and related activity on record (including open arrest or charges for failure to appear in court) will be reported.
 - National Criminal History Search - A check across our country and provides access nationally to over 300 reporting sources including US and internal security sources, 50 state sex offender registries, departments of correction, court records and more.
- Social Security Trace/Address Locator
 - Social Security Verification/Address Search - Verifies the candidate's social security number. This check may reveal use of multiple SSN and/or aliases (AKA's). Criminal records will be searched using AKA's found; previous locations of residence may be used to determine jurisdictions for criminal record searches.
- International Watch Status – A search of the Office of Assets Control (OFAC)/Terrorist Watch List database. This list includes the names of individuals that have been placed on “watch” status by the United States, United Nations, or foreign governments.
- Sex Offender Search – A check of the sex offender database register for any state in which the candidate has resided in the last seven years.
- Consumer Credit Report - A record check providing information on an applicant's current and previous financial history. (HRM/Hiring manager will determine if this search is applicable.)

- Department of Motor Vehicles Search - A record check includes validation of license, class, status and expiration date and any accident and violations on record. (HRM/Hiring manager will determine if this search is applicable.)

A handwritten signature in black ink, appearing to read 'Peter J. Fos', written in a cursive style.

Peter J. Fos, Ph.D., M.P.H.
President
University of New Orleans

** Policy Updates:
Revisions: 04/04/2014, 01/01/2015*