PRE-EMPLOYMENT BACKGROUND CHECK POLICY AND REQUIREMENTS

Background checks are conducted to aid in providing a safe environment for our employees, students, visitors, and security of University resources. Hiring the wrong person can be devastating and very costly. Therefore, the University has implemented a pre-employment screening process as part of its employment procedures.

A pre-employment background check is required on all final candidates which includes new appointments and rehires - classified and professional staff, faculty (including adjunct) and other academic staff, all temporary staff (contingent, transient, WAE, restricted) and some volunteer workers. The background check must be complete prior to the start of employment.

PRE-EMPLOYMENT SCREENING PROCESS

Background Authorization and Disclosure

All potential employees must authorize and consent to a background check. This also includes full disclosure of any criminal convictions and certification of the accuracy of information provided on the electronic application or background authorization form. Non-disclosure of criminal convictions or falsification of information provided on the application or background authorization form shall result in denial of employment.

POSITION-SPECIFIC REQUIREMENTS

- **Classified Positions:** A criminal records search and sex offender search are required on all classified positions. A Department of Motor Vehicles search will be conducted for positions requiring a driver’s license. Hiring departments are responsible for conducting reference checks by contacting prior employers and references listed by candidates.

- **Faculty, Other Academic, & Professional Positions:** A criminal records search and sex offender search are required on all faculty, other academic, and professional positions including gratis positions. A Department of Motor Vehicles search will be conducted for positions requiring a driver’s license. Degree verification is required for ALL faculty, professional and other academic positions with degree requirements. Departments must verify the original transcript for the terminal degree and certify it by writing clearly at the top of the document "Original transcript verified by PRINTED NAME & TITLE, DEPARTMENT, DATE and SIGNATURE" before scanning and uploading the transcript document to HRS. Original transcripts should be kept within the departmental files. Departments are responsible for conducting reference checks by contacting prior employers and references listed by candidates.
Temporary Positions: A criminal records search and sex offender search are required on all temporary positions including contingents and some volunteers. A Department of Motor Vehicles search will be conducted for positions requiring a driver’s license.

Note: Any additional screening check beyond the requirements listed is at the hiring department’s discretion.

PROCEDURES

In order for the pre-employment screening process to achieve the desired results, departments must follow the procedures listed below:

1. Prior to making the job offer, the hiring department notifies HRM by changing the selected candidate’s status to “Recommend for Hire” through the Applicant Tracking System (ATS). An automated system alert will be e-mailed to HRM to initiate the background check on the selected candidate. Temporary Positions Not Advertised: The department should have each candidate fill-out and sign the “Authorization to Release Information/Request for Background Check” form when interviewed and provide the “Fair Credit Reporting Act Disclosure Statement” which is attached to the authorization form. These documents are available on the HRM website at the following link: Background Authorization Form. The hiring department should complete the bottom portion of the authorization form and forward to HRM via e-mail to HR@lsu.edu.

2. The HR contact within the hiring department will provide each final applicant an authorization and demographic entry form for completion. The HR contact must include budget information for background check fees on the authorization form and direct the applicant to fingerprint at LSU PD during the designated days and times: Tuesdays from 7:00 a.m. to 3:00 p.m. or Thursdays from 8:00 a.m. to 4:00 p.m. The applicant must have the authorization and demographic entry form completed upon arriving for fingerprinting at LSU PD. If the applicant is unable to fingerprint during the designated days and times, the departmental HR contact must coordinate other arrangements with the HRM Staffing Partner. If the candidate resides out of state, the departmental HR contact must notify HRM to mail a fingerprint packet for the applicant to complete fingerprinting at a local police station.

3. An offer of employment may be extended contingent on a satisfactory background check and this contingency should be included if an offer letter is issued prior to confirmation of employment eligibility. However, no candidate may begin employment prior to the background check results being received and approved by HRM.

4. HRM will evaluate each background check report and determine if the applicant is eligible for hire. HR Contacts within the hiring departments are notified by HRM via e-mail of the hiring eligibility status. Results from electronic fingerprints will be available typically within 3 business days. Paper-based fingerprint results may take approximately 4 weeks processing time.
5. For reemployment purposes, a background check must be conducted if there is a break in service. Background check results expire after a period of one year.

COSTS OF SERVICES

- **Nationwide Criminal Records Search** - A criminal records search, verified through fingerprints, of felony and misdemeanor convictions. A nationwide search is required on all applicants. $45.25.

- **Civil Litigation** - A civil record check (upper and lower courts) will be conducted at the applicant's current parish/county of residence. If the individual has recently moved, the best parish/county will be chosen based upon the results of the current address check. **Approximately $7.00.**

- **Department of Motor Vehicles Search** - A record check of motor vehicle violations, including verification of license number, state of issuance, date, location, and description of violations. $4.50.

- **Education Background Check** - Verifies diplomas, certificates, and GPAs for either the highest increment of education listed on the application or verifies what is requested. **$6.00.** *Original transcripts should be requested from the applicant and provided in a sealed envelope. Some degree verifications can be obtained by HRM at no charge through the National Student Clearinghouse.*

- **Dates of Experience/Employment Verification** – Verifies dates of employment history. Verification of previous employment and reference checks are the responsibility of the hiring department. However, a request may be made to have dates of employment verified as part of the background check. The candidate’s resume or C.V. must be submitted to HRM to complete this verification request if resume/C.V. is not attached within Applicant Tracking System. **$6.00 per employer.**

- **State Sex Offender Registry Check**- A check for a sex offender’s record in each state in which the applicant has indicated that he/she has lived. **No charge for most states, including Louisiana. Approximately $4.00 per state if free online state registry becomes unavailable.**

- **International Check**- International hires must be cleared by the International Services Office prior to hire effective date. Background checks will be conducted by HRM on candidates with a current or previous residence in the United States, Canada or Bermuda. **Canada $35.00; Bermuda $95.00.**