



Background Checks Process for Analysts

Once the final candidate has accepted the offer, the Hiring Manager will notify the department's HR analyst and the HRM Talent Acquisition Partner and the background check process will be initiated. The incumbent will receive an automated email from HireRight to electronically complete the form. Time of completion is dependent on several factors and can vary with each background check. Please allow a minimum of two weeks for processing time. **The Employment MUST NOT begin without a satisfactory background check as deemed by the campus HRM office.**

A *Background Check* as defined by [LSU FASOP: HR-04](#) is the process of gathering and reviewing criminal history records, financial history records, motor vehicle records and/or civil suit records. These pre-employment screenings are to be performed after the applicant has been provided a fair application and interview process and has received a contingent offer.

Laws and Regulations

[LSU FASOP: HR-04](#) provides rigorous guidelines to ensure compliance with the [Fair Credit Reporting Act \(FCRA\)](#), 15 U.S.C. §1681b, that regulates the procurement and usage of applicants' and employee's *consumer report* as defined by the FCRA. In addition, all procedures followed by LSU HRM and its affiliates should follow [LA Rev. Stat. Sec. 8:3571.1 of the Louisiana Consumer Credit Law](#).

Authorization Forms

LSU's chosen third party pre-employment screening vendor, HireRight, provides proper disclosure and authorization forms when an applicant opts to complete his/her background check electronically.

If in the event an individual would prefer to fill out a paper form, the applicant must be provided the following documents:

- FCRA Disclosure Statement
- FCRA Authorization to Obtain a Consumer Report

These documents should be returned with the necessary paperwork to the respective recruiter in order to run the report in the system. **Under no circumstances may the Analyst or Recruiter share the applicant's data over an unsecure link or email. When necessary, FilesToGeaux may be used to safely and securely share via the password protected, MFA site.**

Communication to Candidates

Analysts and TA Recruiters must make sure that all oral and written offer letters include the following statement:

"This offer is contingent upon the university's verification of credentials and other information required by law and/or university policies or practices, including but not limited to a criminal background check."

Disclosure of Convictions

According to LSU's [FASOP: HR-04](#), candidates are required to disclose criminal convictions:

C. Disclosure and Use of Criminal Convictions during the Hiring Process

1. Final candidates are required to disclose all criminal convictions after the interview is conducted or upon extending a conditional offer of employment (see Appendix A for LA R.S. 42:1701 Consideration of Criminal History in Public Employment).
2. Applicants who fail to disclose all criminal convictions or fail to provide truthful, accurate and complete information regarding criminal convictions upon request may be ineligible for hire for the current position and may be prohibited from future employment consideration. Internal candidates may be subject to corrective action up to and including termination.



Adjudication Process

The following link provides parameters with which LSU may determine consideration of criminal history under state law: [RS 42:1701: Chapter 29. Consideration of Criminal History in Public Employment.](#) In the event that a record is found on the report that may result in an adverse hiring decision, candidates will be mailed via USPS a copy of the report and guidelines for next steps. Candidates are given 7 business days to rectify errors with HireRight.

Additional Pre-Employment Screenings

See LSU's [FASOP: HR-04](#) for more information on additional Pre-Employment Screenings including Reference Checks, Official Transcripts, and Licenses/Certifications: as well as Drug Screen & Physical Examination.