

BACKGROUND CHECK PROCEDURES

To improve safety and sustain a safe environment at UNO, criminal history background checks will be conducted as part of the recruitment process. Human Resources recommends that departments wait until the University receives the background check results before the new employee begins work.

Various positions at the University necessitate the completion of a background report. Examples follow:

- child care assistants/camp counselors
- cashiers and others who handle cash or credit transactions
- campus security employees
- custodians, inventory control clerks and others with unsupervised access to University, employee, or student properties
- information technology staff members
- positions requiring driving of University or personal vehicles.

Procedures are outlined below.

- Human Resources consults with the hiring manager about the relevant reports:
 - criminal history search
 - driving record
 - sex offender registry (Human Resources conducts this check)
 - education institution name
 - degree awarded.
- Departments bear the cost for background checks and provide a cost center for billing.
- Departments give the finalist(s) a copy of the Disclosure to Employment Applicant Regarding Procurement of a Consumer Report notice.
- Departments make clear that an offer of employment is contingent on appropriate clearance.
- Finalist(s) for the position complete the Authorization and Disclosure for Consumer and Investigative Consumer Reports form through the signature line.
- Departments check for clarity and completeness of the information requested.
 - **Confirm the driver's license information from the license.**
 - **Confirm the Social Security number from the actual card.**
- Departments may fax the completed form to Human Resources, 4-3777, for processing.
- Upon return of the report (usually within 48-72 hours), Human Resources notifies the department of the results and if any negative action should occur.
- Should the report indicate the need for negative action (e.g., withdrawal of job offer, dismissal), the finalist is entitled to a copy of the report and an explanatory letter prior to such action. Human Resources prepares and sends the letter and copy.

Hiring managers continue to check references of finalist(s) to confirm employment history.