



POLICY STATEMENT

Pre-Employment Information Verification

SU Policy Number: 403-005.2

ORIGINATING OFFICE

Director, Human Resources Office

PURPOSE

A primary responsibility of Shippensburg University is to provide a safe and productive environment in which students, employees and visitors can learn and work. To this end, the University will attempt to obtain certain background information about all candidates for employment. The purpose of this policy is to ensure that appropriate information about a candidate's education, employment history, and history of criminal convictions is considered prior to extending an offer of employment. It is a further goal of this policy to ensure that the best qualified applicants are selected for University appointments and to avoid appointing individuals who may pose a threat to students, co-workers, visitors or University property.

SCOPE

This policy applies to all candidates for instructional and non-instructional vacancies at the University.

OBJECTIVE

To establish a process for verifying information provided by applicants for employment including employment history, educational attainment, criminal history and related information such as confirmation of a professional license or records of garnishment where bonding is a prerequisite to hiring.

POLICY

1. Before an offer of employment is extended, the Human Resources Department (for non-instructional positions) or Provost's Office (for instructional positions) will verify the accuracy of the information provided by a candidate regarding previous employment, educational attainment and other information which is directly related to the job.
2. Verifications will be made by contacting previous employers and educational institutions attended, if applicable, by phone, via web-based service, or in writing if necessary. Verifications will be conducted by the Human Resources office, the Provost's Office, or their designee, for example, a Search Committee.
3. A criminal history verification will be conducted by a contracted provider on the finalist prior to making an offer of employment.

4. Criminal history documentation will be maintained in the Department of Human Resources (for non-instructional positions) or the Provost's Office (for instructional positions) and will be kept in strict confidence by the University.
5. Candidates will be provided a copy of the criminal history report, informed of any findings of concern, and given the opportunity to verify and respond to them.
6. An applicant's arrest record will not be considered when making employment decisions. Criminal convictions will be considered.
7. Criminal conviction does not necessarily preclude employment with the University. When evaluating this information, the following will be considered:
 - (1) The nature and gravity of the offense
 - (2) The amount of time that has passed since the conviction and/or completion of the sentence
 - (3) Evidence of rehabilitation
 - (4) The nature of the job in question
8. Reasonable caution will be exercised when interpreting evaluative information to ensure that discrimination does not occur.
9. This policy does not replace any specific background verification processes already in place at the University, for example, for Police Officer vacancies or positions covered by Act 34 and Act 151.

RESPONSIBILITIES

1. Director of Human Resources/Provost's Office
 - a. To incorporate the requirements of this policy into the recruitment and selection process.
 - b. To notify job applicants of the requirements of this policy before and during the recruitment and selection process.
 - c. To interpret criminal history information and recommend appropriate action to the Search Committee Chair, the appropriate Vice President, and if necessary, the President.
 - d. To ensure compliance with this policy and relevant procedures.
2. Assistant Director of Human Resources/Provost's Office
 - a. To ensure that background and criminal history checks are completed prior to extending offers of employment as appropriate.
 - b. To coordinate verification efforts with the Search Committee Chair.
 - c. To interpret background information in consultation with the Director of Human Resources and recommend appropriate action.
3. Director of Social Equity
To evaluate the employment process and approve/disapprove the selection decision.
4. Vice Presidents
To evaluate the information provided by the Director of Human Resources, Assistant Director of Human Resources, and Search Committee Chair prior to approving the recommendation of the Search Committee.
5. All individuals who receive background and criminal history information shall keep such information confidential. Information will be provided on a strict need-to-know basis and any discussions will be pertinent to the hiring process.

PROCEDURES

1. When a finalist or finalists have been identified, the Human Resources Office (for non-instructional positions) or Provost's Office (for instructional positions) will ensure that previous employment and/or education (if relevant) are verified, that references are checked, and that any other relevant information, for example, licensure and certification, is verified.

2. When a finalist has been identified, the Human Resources Office (for non-instructional positions) or Provost's Office (for instructional positions) will forward the name, address, social security number, and date of birth to the contracted provider.
3. The contracted provider will conduct a criminal history check on the finalist.
4. If the record does not include criminal convictions, the contracted provider will so advise Human Resources or the Provost's Office, as appropriate.
5. If the record contains criminal convictions, the Director of Human Resources Office (for non-instructional positions) or Provost's Office (for instructional positions) will evaluate the record on the basis of Section 8. (1), (2), (3), and (4) of the policy above. The candidate will be contacted, given the opportunity to meet personally with the Director of Human Resources or Provost, as appropriate, respond to the criminal history report, and provided with a copy. The criminal history record will be maintained by the Director of Human Resources or the Provost's Office in a locked file.
6. In all cases, the Director of Human Resources (for non-instructional positions) or Provost (for instructional positions) will evaluate all information obtained via background and criminal history checks and recommend to the Search Committee Chair and Vice President appropriate employment action.
7. This policy is consistent with the Fair Credit Reporting Act, Title VII, and other relevant federal and Commonwealth Statutes.

APPROVALS

President's Cabinet:

Date: November 15, 1999

Revised: November 4, 2002

Revised: August 28, 2006

FILENAME:

403-005.2 Pre-Employment Information Verification

DATE:

8/28/06

DISTRIBUTION:

Public