Indiana University Purdue University Indianapolis

Procedures for Conducting Criminal Background Checks

This is a general statement of the procedures that IUPUI will use for conducting criminal background checks on all new appointed staff employees, hourly employees, student hourly, and work study employees.

A. Application Process
The following changes have been made to the electronic employment application used in OLA, and it will be added to the paper application which continues to be used only for SM and hourly positions:

1. A detailed statement will explain the meaning of the criminal history question. The question is: “Have you ever been convicted of a crime?”

2. A statement will be added informing the applicant that a criminal background check will be conducted if offered employment. This statement will be added to the section where the applicant confirms that all of the information on the application is accurate and complete.

B. Selection Process
The following changes in the procedures for the selection of applicants for employment are being implemented:

1. All written and oral offers of employment are conditional based upon the completion of the employment, education, license, and criminal history checks and will contain the following statement: “This offer is contingent on the university’s verification of credentials and other information required by state law and IU policies, including the completion of a criminal history check.”

2. Employment History: Hiring departments are required to verify at least the last seven years of employment history as well as employment that qualifies the individual for the position sought.

3. Education: Human Resources Administration will continue to verify education (post hire) beyond the high school level that qualifies the applicant for the position sought.

4. Licenses & Certifications: Hiring departments are required to verify any license required for the position.

5. Criminal History: At the time authorization is obtained from HRA to make an offer of employment, the hiring department will be provided with a web address to obtain the selected applicant’s consent to conduct the criminal background check. After a conditional offer of employment is made, either orally or in writing, the hiring department will instruct the applicant to go to the web address and submit the consent form electronically. For those using the paper application, the successful applicant will submit a paper copy of the consent form to the hiring department. The hiring department will fax the consent form to HRA.
a. If there are **no convictions**, an email will be sent to the hiring department, and the department can then proceed with finalizing the hire.

b. If there are **convictions or the social security trace could not be completed**, HRA must send a letter to the applicant informing him or her of the results of the background check along with a copy of the background check report and a statement of the applicant’s rights under the Fair Credit Reporting Act (FCRA). HRA will then review the report, compare it with information provided on the person’s application and discuss the issue with the head of the hiring department.

   (1) If the HireRight report provides **confirmation** of convictions reported in the application material, the original hiring decision will be reviewed and a final decision made. This review may consider the nature and number of the convictions, their dates, and the relationship that a conviction has to the duties and responsibilities of the position. If the offer of employment is sustained, the hiring department must provide written documentation of this decision to HRA.

   (2) If the HireRight report reveals a **falsification** in the application material, the offer of employment will be revoked. If the employment offer is revoked either because of a falsification or the conviction record does not support employment in the position or with the university, HRA will inform the applicant of this decision.

c. If the **social security trace** could not be completed, HRA will verify that it was entered correctly and if not, resubmit the request.

   (1) If it was entered correctly, HRA will contact the applicant to see if it was submitted incorrectly.

   (2) If the issue can not be satisfactorily resolved with a verifiable social security number, the employment offer will be revoked.

   (3) If the inability to complete the social security trace is because the applicant is young and has not yet established any type of credit history, the employment offer can proceed with significant attention given to the I-9 verification process.

C. Each month, University Human Resource Services will sort the criminal background check requests completed by HireRight by university account number and charge the cost of the requests to the appropriate account.