Criminal Background Checks
Pre-Employment Criminal Background Check Program

Background

The University of Connecticut prides itself on hiring qualified employees who are prepared to work in the best interests of the University and its students. Pre-employment criminal background checks serve as an important element of the University’s ongoing efforts to ensure a safe and secure campus and workplace. Criminal history information can identify prospective employees who may be predisposed to engage in violence, sexual misconduct, misappropriation of resources, identity theft, data breaches and other misconduct.
Why Conduct Criminal Background Checks?

• Serves as an important element of the University’s efforts to ensure a safe and secure campus and workplace.

• Criminal history information can identify perspective employees who may be predisposed in violence, sexual misconduct, and misuse of resources, identity theft, data breach, and other misconduct.

• Reduce risk of negligent hiring claims.

• Enhance public confidence in University hiring practices.
What does a Criminal Background Check Verify?

- Social Security Number Verification and Past Address Trace
- Criminal History
- Sex Offender Registry
Who is Subject to a Criminal Background Check?

- All full-time and part-time final candidates for employment in faculty, professional, and classified positions

- All individuals selected for temporary appointments as Adjunct Faculty, Special Payroll Lecturers, and Instructional Specialists, and Academic Specialists that are not dually employed at the University

- Other special payroll appointments if the position is directly involved in teaching or advising; or deemed to be a position of trust (e.g., working with minors)
Time and Cost of Criminal Background Checks

- Average cost is between $85 - $100
- Average time to receive results is 48 – 72 hours
Authorization and Confidentiality of Criminal Background Checks

- Final candidates MUST complete and sign all authorization and consent forms.

- Failure to provide consent or the required information will result in the withdrawal of any offer of employment.

- Criminal background check results are confidential and will maintained in confidential files in Human Resources.
Criminal Convictions

• Previous criminal convictions do not automatically disqualify a candidate for employment. Eligibility depends on, but may not be limited to, the following:
  – The nature of the offense and its relationship to the position
  – The degree to which the applicant has been rehabilitated
  – The length of time that has elapsed since conviction
Criminal Background Check Process – Unclassified Job Openings (Full Searches)

Audit/ WAiver Opening?  
Yes:  
Follow Special Payroll CBC Process

No:  
Dept interviews finalists and candidates complete CBC paperwork  
Dept submits hire request and approved by UM, OSE  
Recruiter reviews offer letter, etc., approves offer contingent upon background check  
Dept offers to candidate contingent upon background check  
Department forwards background check paperwork for offer candidate to HR CBC Coordinator

HR CBC Coordinator contacts candidate and obtains SSN and DSS

HR CBC Coordinator runs background check in system and analyzes results

Endorsement?  
No:  
HR CBC Coordinator sends adverse impact letter to applicant

Yes:  
HR CBC Coordinator contacts Dept

Dept finalizes hire in RS 9.1  
Department enters Offer Withdrawn in RS 9.1

Dept submits hire request for 2nd choice candidate or reports
Criminal Background Check Process – Search Audit Waivers & Special Payroll

1. Dept submits hire request
2. HR reviews offer letter, etc., approves offer contingent upon background check
3. Dept offers to candidate contingent upon background check
4. Department forwards background check paperwork to offer candidate to HR CBC Coordinator
5. HR CBC Coordinator contacts candidate and obtains SSN and DOB
6. HR CBC Coordinator runs background check in system and analyzes results
7. If endorsement? (Yes/No)
   - Yes: HR CBC Coordinator contacts Dept
   - No: LR contacts Hiring Department
   - If adverse impact letter:
     - LR contacts Hiring Department
     - HR CBC Coordinator sends adverse impact letter to applicant
8. Dept finalizes hire in system
Criminal Background Check Process – Classified Job Openings

1. Department submits hire request and approved by UH and ODE
2. Recruiter makes offer contingent upon CBC and sends Candidate Pre-employment Paperwork
3. Applicant completes and returns paperwork
4. HR CBC Coordinator contacts candidate and obtains SSN and DOB
5. HR CBC Coordinator runs background check in system and analyzes results
6. Endorsement?
   - Yes: HR CBC Coordinator contacts Dept
   - No:
     - LR contacts Hiring Department
     - HR CBC Coordinator sends adverse impact letter to applicant
     - Recruiter enters Offer Withdrawn in RS 9.1
     - Dept submits hire request for 2nd choice candidate or reposts
7. Dept finalizes hire in RS 9.1
Questions?