

Background Check Overview

Who will be required to obtain a background check?

- Only the final applicant selected for hire
- Any former regular full time or adjunct employee who is being considered for rehire after a break in service of twelve months or more
- Any current employee who is being considered for transfer, promotion or reclassification
- Any current employee competing for a vacancy through an external search process
- Any current employee changing from a faculty to an academic administrative position
- Any Graduate Assistant, teaching assistant, post doctoral appointee
- Any temporary employee

What Type of Background Check will be conducted?

- The type of check will depend upon the duties and responsibilities of the position. The types of checks conducted will be:
 - Criminal – Includes – State, Local and Federal Criminal Check, SSN Trace and Sexual Offender Trace
 - Criminal + Education – includes the above check plus verification of degree awarded and date awarded
 - Criminal + Education + Credit – includes the above check plus a credit check
 - Criminal + Education + Licensure – includes Criminal + Education and verification of relevant Licensure to the position

How long will it take to conduct a background check?

- Most background checks will be returned within 48 hours. Some checks may take longer depending upon availability of information electronically or a delay in verification of data due to applicant error.
- International checks will vary dependent upon relevant country

Can the final applicant begin employment prior to the results of the background check?

- It is the goal of the institution to complete all background checks prior to an applicant beginning employment. However, an exception may be made ***only if*** University operations cannot be carried out in the absence of the Final Applicant.
- If a Final Applicant must begin employment prior to completion of the background check, the applicant must be extended a Conditional Offer of Employment and may be allowed to begin work pending receipt of the required background check.
- If a final applicant begins employment prior to completion of the background check, the applicant must sign an **Acknowledgment of Conditional Offer of Employment Pending Background Check**

- In all cases the Final Applicant should not begin work prior to the check being completed unless prior approval has been obtained through the appropriate Vice Chancellor and Human Resources

What process will be utilized to conduct a search and background check?

For positions posted in AstateJobs (full-time, benefited)

- Complete request to post the position on the AstateJobs website
- Department will review and interview candidates
- Department submits a “Hiring Proposal” on the selected candidate
- Human Resources obtains signed authorization and initiates background check
- Human Resources receives and reviews completed background report
 - If discrepancies are present, HR will consult with hiring department
- Candidate is notified of results
 - Either the candidate is provided written offer and scheduled for orientation or
 - The candidate is notified in writing by Human Resources (within 3 business days) of adverse results.
 - The final applicant will have 5 business days from notification to provide a rebuttal
 - If no rebuttal is provided, another offer may be extended to another applicant;
 - If a rebuttal is provided, the information must be reviewed and considered prior to an employment decision.

For positions hired outside AstateJobs (i.e. athletics, part-time, GA's, adjuncts)

- Department makes verbal offer contingent upon valid background check
- Department provides name, phone, and email to HR on selected candidate
- HR obtains signed authorization and initiates background check
- HR receives and reviews completed background report
 - If discrepancies are present, HR will consult with hiring department
- Candidate is notified of results
 - Either the candidate is provided written offer and scheduled for orientation or
 - The candidate is notified in writing by Human Resources (within 3 business days) of adverse results.
 - The final applicant will have 5 business days from notification to provide a rebuttal
 - If no rebuttal is provided, another offer may be extended to another applicant;
 - If a rebuttal is provided, the information must be reviewed and considered prior to an employment decision.

Will there be specific language that must be included in recruitment?

The following advertisement must be included when recruiting for any vacancy with Arkansas State University.

“Arkansas State University is committed to creating a productive workplace in which both persons and property are secure. To achieve that goal, background investigations are conducted on all final applicants recommended for employment.”

For more information, please contact the Office of Human Resources at 972-3454.