Staff Pre-Employment Background Check Policy Guidelines

The Policy may be found at: /content/dam/BGSU/general-counsel/documents/hr/Pre-Employment-Background-Check.pdf

Purpose:

BGSU’s Policy governing pre-employment criminal background checks has been implemented to enhance the safety and security of BGSU students, faculty, staff, and others, and to safeguard University property and resources.

BGSU requires a background investigation be done for newly hired or rehired employees as a pre-condition of employment. For individuals who are proposed for rehire following an interrupted period of employment, a background investigation will be required if there is a break of twelve months or more from the end of the recent period of employment.

Policy:

Criminal background investigations shall be required prior to employing all prospective full and part-time faculty, administrative, classified, intermittent, individuals on a Non-Continuing Appointment (former NSL), and graduate assistants.

The costs associated with conducting the background investigation is charged to the employing division/unit.

Procedure:

Upon completing the initial screening, reference checks, and interviews, the contracting officer shall identify one or more finalists for whom a criminal background investigation must be completed and results assessed.

The hiring department should:

1. Email the Office of Human Resources (ohr@bgsu.edu) with “Request for Background Check” in the subject line.

2. Email must include Candidate’s name, email address, telephone number, job search number, account to which to charge the cost of the background check, contact person (in case there are questions) and the type of check required, for example:

Fee Schedule Per Person

- Education Bundle: starts at $38
- Advanced Education Bundle: starts at $60
- Advanced Package plus Driving: starts at $110

Rev. 2/12
• Additional A La Carte Services: Varies from $12-$15 per item

3. OHR will send the candidate the following email message prior to initiating the background check:

You are a finalist for a position at Bowling Green State University. In order to proceed, it is now necessary for you to provide information and authorize the background check investigation. BGSU’s policy requires you to authorize and pass a background investigation prior to receiving an offer of employment. Shortly, you will receive an email message from PreTrax, the company BGSU uses to conduct background investigations. Please complete the information requested in the email message and respond to PreTrax within 24 hours. Please be aware that failure to complete this investigation process will disqualify you from employment with BGSU.

Other Guidelines/FAQ:

Q: How long will it take to execute a background investigation?

A: Assuming the candidate has not lived abroad, the information is usually returned within three days. However, if the candidate has lived in a number of locations, it may take longer, because each municipality (city, village, etc.) in which the candidate has lived will be checked for a criminal record.

Q: How is the information retained and for how long?

A: All background information is stored with PreTrax, located in Chagrin Falls, OH. The data is retained as long as BGSU has an account with PreTrax. If the account with PreTrax is terminated, the data will be transferred to a portable storage device for BGSU’s use.

Q: Are background checks required for former staff members?

A: For returning employees, so long as a period of time less than twelve months has elapsed; a new background check is not required. If the absence has been greater than twelve months, a new background check is required.

Q: How long are background checks valid for?

A: Background checks are only required for pre-employment. BGSU currently does not have a policy for ongoing background investigations.

Q: Who is authorized to request a pre-employment background investigation from OHR?

A: All current Deans, ADeans, VPs, Chairs and Directors, Search Chairs, Hiring Officials, Contracting Officers and senior Academic Affairs Administrators.
Q  How will our department be billed for this service?

A: The hiring department will receive an email message from OHR advising that a journal entry for the cost of the background check(s) will be recorded within a week’s time. Please advise your FMS requester.