

## UIS Background Check Procedures Supplement

UIS background checks are conducted as post-offer/pre-employment screenings. Per University policy, all new hires, rehired retirees, and all current employees transitioning into security sensitive or critical positions must submit to a background check regardless of whether the individual is seeking a position as a faculty member or staff member. The University of Illinois conducts background checks on all job candidates upon acceptance of a contingent offer of employment. Background checks will be performed in compliance with the Fair Credit Reporting Act.

### Hiring and Onboarding for Academic Hires

1. All offer letters must explain that the offer of employment is conditional and that the University reserves the right to rescind or withdraw any offer of employment based upon the results of the background check or other pre-employment assessments.
2. After a conditional offer of employment has been formally extended and accepted by the candidate in writing (signed offer letter has been received), the HR contact for the hiring department will initiate the New Hire Transaction in the HR Front End and submit the Background Check Request.
3. Candidates should not be scheduled to work until after HR has notified the hiring department that the individual has successfully completed the background check and other pre-employment assessments.
4. If the department has an urgent need for the candidate to begin work immediately, the hiring department must submit a written Background Check Procedures Exception Request form, explaining the justification for the request, to the Senior Director of Human Resources for consideration.
5. HR will contact the hiring department to advise them of any action taken on the Exception Request, whether approved or denied. If HR denies the request, the candidate may not begin working until the background check and other pre-employment assessments have been completed. If approved, HR will contact the candidate to sign the Conditional Hire Acknowledgement and Agreement form. The candidate may not begin working until the Conditional Hire form has been signed.

### Hiring and Onboarding for Civil Service Hires

1. HR staff will receive candidate referrals from the hiring department and will make all conditional offers for employment for Civil Service vacancies. HR will advise the hiring department and HR staff will advise the candidate of any required pre-employment screenings necessary to proceed with the employment process.
2. Candidates should not be scheduled to work until after HR has notified the hiring department that the individual has successfully completed the background check and other pre-employment assessments.
3. The candidate's start date will be based upon when the department would like the candidate to begin working, when the candidate is able to begin work, the beginning of the pay period in keeping with these dates, and successful completion of all required pre-employment screenings for their position. In addition to a background check, candidate may be subject to drug screening and/or physical agility testing, if these are required for the position. HR staff will order the required screening(s) when the offer of conditional employment is accepted and will advise the HR contact for the hiring department of the results.
4. If the department has an urgent need for the candidate to begin work immediately, the hiring department must complete a written Background Check Procedures Exception Request form

explaining the justification for the request and submit it to the Senior Director of Human Resources for consideration.

5. HR will contact the hiring department to advise them of any action taken on the Exception Request, whether approved or denied. If HR denies the requests, the candidate may not begin working until the background check results have been received. If approved, Human Resources will contact the candidate to sign the Conditional Hire Acknowledgment and Agreement form. The candidate may not begin working until the Conditional Hire Form has been signed.
6. HR staff will initiate and apply the New Hire transaction in the HR Front End.

#### **Hiring and Onboarding for Extra Help Employees**

1. The department will be notified by HR staff when the Extra Help position has been approved in HireTouch.
2. The hiring department can select a candidate after posting the Extra Help position and/or select from the applicable Extra Help pool.
3. Once HR staff has the preferred candidate's name, HR staff will contact the candidate to make the conditional offer of employment.
4. Candidates should not be scheduled to work until after HR has notified the hiring department that the individual has successfully completed the background check and other pre-employment assessments.
5. If the department has an urgent need for the candidate to begin work immediately, the hiring department must complete a written Background Check Procedures Exception Request form explaining the justification for the request and submit it to the Senior Director of Human Resources for consideration.
6. HR will contact the hiring department to advise them of any action taken on the Exception Request, whether approved or denied. If HR denies the requests, the candidate may not begin working until the background check results have been received. If approved, Human Resources will contact the candidate to sign the Conditional Hire Acknowledgement and Agreement form. The candidate may not begin working until the Conditional Hire form has been signed.
7. HR staff will notify the department with the results of the background check and will proceed accordingly with the HR Front End transaction.