



Summary of the New WSU Background Check Policy

Background:

- In 2008, WSU began the process of reviewing the background check policy and scope to identify opportunities for enhancement
- Recent nationally publicized events heightened the need for a comprehensive background screening process at WSU
- Current WSU policies, procedures and practices were researched and documented.
 - We determined that there was no comprehensive background check policy
 - Found inconsistent application of existing background check procedures
- Peer universities in Michigan and out-of-state were surveyed regarding their practices and processes.
 - WSU lagged behind peers in background check policies and processes
 - There is a national trend to evaluate and improve background check policies
- Findings were presented to President's Cabinet.
- At Cabinet's direction, and working with Office of the General Counsel, a revised policy has been approved for implementation.

Key Highlights of the New Policy:

- Background checks will be required of
 - ALL external final candidates for employment or volunteer positions
 - Persons identified by third-party staffing vendors for temporary positions
 - Individuals who are permitted to conduct activities involving minor children on University property
- All offers of employment will be contingent upon successful background checks.
- Former employees that are being re-hired after one year of separation will require a background check
- All positions will require:
 - SSN Trace
 - Criminal Records
 - National and State Sex Offender Registry Search
 - Employment History
- Other checks will be conducted based on job relevance:
 - Credit Check
 - Education and Licensing
 - Drug Screen



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- Background Check results showing a felony conviction will be evaluated utilizing the following factors:
 - The nature and gravity of the offense
 - The time that has passed since the offense occurred and/or completion of the sentence
 - The nature of the job sought
- Candidates will be provided the opportunity to provide documentation to give additional insight into the circumstances relating to the conviction
- All checks will be conducted by a 3rd party vendor (A-Check) and will be required to comply with the Fair Credit Reporting Act (FCRA). All results will be kept confidential and maintained in the vendor's system according to federal guidelines.
- Most background checks will take 24 – 72 hours. International checks may take longer.
- All checks will be coordinated centrally by Human Resources. Assessments of results that contain adverse information will be conducted in consultation with Office of General Counsel and Academic Personnel (for academic positions).
- The WSU Background Check policy will be effective for all new hires beginning July 1, 2013.