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Subject: Pre-Employment Screening

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Hiring the wrong person can be devastating and very costly. Therefore, the University implemented a pre-employment screening process as part of its employment procedures. The University has contracted with an outside agency to provide this service. The cost for background checks will be the employing department's responsibility.

### **REQUIRED SERVICES**

- **Classified Positions:** A criminal records search is required on all classified positions. The employing department should contact the HRM Employment staff prior to making the job offer. HRM will conduct the background check on the candidate selected but departments should continue to conduct their own reference checks. The background check must be complete prior to the date of employment.
- **Faculty, Other Academic, & Professional Positions:** A criminal records search and verification of social security number are required on all faculty, other academic, and professional positions (including gratis positions). Departments must provide HRM the transcript for the terminal degree or verification from the graduate school for all faculty appointments as part of the appointment paperwork. A transcript or copy of the diploma must be received for other academic and professional staff. HRM will conduct the background check but departments should conduct their own reference checks. The background check must be complete prior to the date of employment.
- **Temporary Positions:** A criminal records search is required on all temporary positions including contingents. A temporary employee may not begin work prior to the completion of the background check.

**Note:** Any additional check beyond the required services is at the department's discretion.

### **PROCEDURES**

In order for the pre-employment screening process to achieve the desired results, departments must follow the procedures listed below:

1. The department should have all the finalists sign the "Authorization to Release Information/Request for Background Check" form on the interview date and provide the applicant with the "Fair Credit Reporting Act Disclosure Statement" which is attached to the form. This form is available on the HRM website ([www.lsu.edu/hrm](http://www.lsu.edu/hrm)). Having all finalists sign the release form should expedite the initiation of the background check.

2. After the selection process is completed, the employing department should complete the bottom portion of the signed “Authorization to Release Information/Request for a Background Check” form and forward it to the Office of Human Resource Management. A background check will then be initiated. The investigation takes three to four working days on average from receipt of completed form. Therefore, it is critical that HRM receive the appropriate paperwork as soon as possible. The form may be faxed to 578-9499 or mailed to 110 Thomas Boyd Hall.
3. An offer of employment may be made contingent on a satisfactory background check and this contingency should normally be included within the offer letter.
4. The background check must be complete before the date of employment. Exceptions will be considered by HRM on a case-by-case basis. However, **advance approval** by HRM is required and employment is contingent upon a satisfactory report. “Employment is contingent upon the completion of a background check and may be terminated upon receipt of the results of a background check deemed unsatisfactory by the Office of Human Resource Management” statement must be added to the contract and PAF-2 if the background check is not completed by the date of employment. Background checks revealing misrepresentations may be grounds for immediate rejection of the application.
5. For reemployment purposes, a background check will normally be conducted if it has been more than one year since the date of the last background check. If you are unsure of the date of a previous background check or if it has been close to one year, please contact HRM at 578-9238 for confirmation.

### **SERVICES & COSTS**

- Criminal Records Search - A criminal records search (felonies and misdemeanors) will be conducted on the applicant. *Approximately \$14.60 per county/parish of current or prior residence. International criminal check cost varies and will be discussed with hiring department at the time of check.*
- Social Security Verification - Verifies the applicant's social security number. Other names associated with the number are also reported. Any fraudulent activity associated with the number is indicated in the report. *\$5.00.*
- Civil Litigation - A civil record check (upper and lower courts) will be conducted at the applicant's current parish/county of residence. If the individual has recently moved, the best parish/county will be chosen based upon the results of the current address check. *Approximately \$13.00.*
- Department of Motor Vehicles Search - A record check of motor vehicle violations, including verification of license number, state of issuance, date, location, and description of violations. *\$6.00.*

- Education Background Check - Verifies diplomas, certificates, and GPAs for either the highest increment of education listed on the application or verifies what is requested. *\$10.50.*
- Dates of Experience Verification – Verifies dates of employment history. Verification of previous employment and reference checks are the responsibility of the hiring department. However, a request may be made to have dates of employment verified as part of the background check. If an employment verification is requested, please submit the candidate’s resume or C.V. with the “Authorization to Release Information/Request for a Background Check” form. *\$10.50 per employer.*
- State Sex Offender Registry Check- A check for a sex offender’s record in each state in which the applicant has indicated that he/she has lived. *Louisiana sex offender registry is no cost. The cost for all other states is \$3.65 per state.*