

## **BACKGROUND CHECK PROCEDURE**

*For the College of Saint Benedict and Saint John's University*

The College of Saint Benedict (“CSB”) and Saint John’s University (“SJU”) are committed to creating and maintaining a safe and secure learning and working environment for its faculty, staff, students, volunteers, and visitors. It is the policy of CSB and SJU to conduct pre-employment background checks. Pre-employment background checks will apply to faculty, staff and intern positions. In addition, background checks will be conducted for rehired employees and for current employees who move to a substantially different position or assume additional roles requiring a background check (e.g. security-sensitive positions; faculty directing a study abroad program, faculty moving to administration). Background checks for volunteers may also be conducted where deemed appropriate based on the nature of the campus event and volunteer assignment.

**A successful background check must be completed prior to an individual beginning work in any capacity with CSB or SJU, and prior to providing volunteer service for events where a volunteer background check is deemed appropriate.** In the event of an emergency hiring scenario, an exception to this requirement is subject to the pre-approval of the Human Resources Director and the Divisional VP (for staff positions) or Provost (for faculty positions).

### **PROCEDURES**

1. Human Resources will determine the type of background check required based on the position as outlined in section III of the [Background Check policy](#).
2. Human Resources will initiate the background check process with a third party vendor. The pre-employment background check for a tenure-track faculty position will occur prior to semi-finalist candidates being invited for an on-campus interview. The pre-employment background check for an adjunct faculty position and a staff position will occur following a candidate’s acceptance of a contingent offer of employment. An individual subject to a background check must provide pre-authorization for the check to be conducted.
3. The results of the background check will be submitted from the vendor to the Human Resources Office.
  - a. If the background check results are successful, Human Resources will notify the supervisor (for staff positions) and the Search Committee Chair and Academic Dean (for faculty positions) when it is acceptable to proceed with the appointment or on-campus interview.
  - b. If the background check results are unsatisfactory, multiple factors will be considered as outlined in Section V of the [Background Check Policy](#). A determination of the significance of any adverse information will be made by the Provost (for faculty positions) and by the Divisional VP (for staff positions) in consultation with the Human Resources Director or Employment Manager, President(s), and legal counsel.

If the information obtained may lead to a decision to discontinue further consideration of a semi-finalist or to withdraw a conditional offer of employment, the Human Resources department will send the candidate a *Pre-Adverse Action Notice* including a copy of the background check report and a notice of rights under the Fair Credit Reporting Act (FCRA). A candidate who has received an initial unsatisfactory result and who has sought correction of the report under the Fair Credit Reporting Act is

not eligible to be hired into an open position until the Provost or Divisional VP, in consultation with the Director for Human Resources or their designees have confirmed the correction and determined that the result is satisfactory.

If the candidate does not dispute the accuracy of the report and a decision is made to discontinue further consideration of a semi-finalist in the recruitment process or to rescind a conditional offer of employment, a *Final Adverse Action Notice* will be issued to the candidate.

4. Background check information will be confidentially maintained in the Human Resources department separate from an individual's personnel file. Background check information for candidates not hired will be maintained with the recruitment file and materials purged in accordance with the Human Resources records retention schedule.

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