

FLORIDA STATE UNIVERSITY

The Office of Human Resources

Navigating the Criminal History Background Check Process

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Today's Objectives

- ❖ Current State of Background Checks
- ❖ HR Is Improving the Process
- ❖ How Can You Help?
- ❖ Background Check Requirements
- ❖ Department Rep Process
- ❖ Portal Demo
- ❖ Results Review Process
- ❖ What Happens When... Scenarios
- ❖ Q&A Session



Current State of Background Checks

- ❖ Revised policy as of 8/1/15
 - Now includes New Hire Faculty
 - All Salaried positions require a Standard Check
 - Positions as defined by law will also require fingerprinting
 - International Background Check requirements
- ❖ All appointments/actions now being reviewed to confirm whether a background check is required per revised policy
- ❖ Volume has increased more than 200% over last year



HR Is Improving the Process

- ❖ Simplifying internal processes for faster results
- ❖ No longer requiring copies of references
- ❖ No longer requiring the application questionnaire for unadvertised positions
- ❖ Check with HR about only submitting one background check questionnaire for multiple hires on one job opening or identical positions
- ❖ More upcoming improvements:
 - Simplified forms
 - Improved portal entry



How Can You Help?

- ❖ Understand the process
 - Background check questionnaire
 - Background check request form
- ❖ Use the portal for faster processing
- ❖ Follow-up on candidate entry to avoid further delays
 - Check spam/junk folders
 - Candidate Help Letter
- ❖ Review the FAQ's on our website under Hot Topics >
[Background Check Policy Update-2015](#)



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Types of Background Checks



All University Sponsored Summer Camps



When Is a Background Check Required?

- ❖ Pre-Employment
- ❖ Current Employee/Volunteer
- ❖ Former Employee/Volunteer



Department Representative Process

❖ [Requesting a Criminal History Background Check](#)

- Demo the [Criminal History Background Check Portal](#)
- If the position is advertised, the Background Check Questionnaire must be completed prior to job being posted.
- If the position is unadvertised, OPS Express, or a Volunteer/Courtesy appointment, the Background Check Questionnaire must be completed prior to job offer for all appointments.



Standard Background Check

❖ Identifier-based



❖ Candidate's email address is required

- *If candidate doesn't have an email address, additional forms are required*
- *The candidate will receive an email from Accurate with instructions on providing the information needed to proceed. It's VERY IMPORTANT they complete this process timely!*

❖ Once complete, the department will receive an email from HR to advise them of the outcome

❖ The department will be billed by HR using the budget information provided on the request form



Level 2 Background Check

- ❖ Same process for Standard Background Check
- ❖ For Level 2 fingerprinting check:
 - Department will receive an email from HR confirming receipt of the request and providing instructions for FSUPD fingerprinting
 - Candidate must go to FSUPD for fingerprinting (Tuesday – Friday, 1 p.m. to 3 p.m.) with a valid photo ID to complete the process
- ❖ Out of Town/State Fingerprinting



Results Review Process

- ❖ Disclosure vs. Non-Disclosure
 - HR's Solution to the "Ban the Box" Initiative

- ❖ EEOC Guidelines:
 - The nature and gravity of the offense or conduct;
 - The time that has passed since the offense, conduct and/or completion of the sentence; and
 - The nature of the job held or sought.

- ❖ Complying with the [Fair Credit Reporting Act](#). Notifying an Applicant of the Outcome



What happens when...

A candidate/employee refuses to undergo a criminal history background check or submit fingerprints?

In accordance with Florida Statutes, any person who refuses to undergo a criminal history background check or refuses to submit fingerprints may be disqualified for employment in such position or, if employed, may be dismissed. For assistance, please contact HR.

My department would like to conduct a credit check?

Generally, the University does not conduct credit checks. If you have a specific job-related reason to conduct a credit check, prior written approval must be received from the Chief Human Resources Officer.

My department is being audited (or has received a request to share criminal history information)? HELP!

If a department is audited and/or receives a request to share the results of a criminal history background check, please consult with Employment & Recruitment Services for guidance



Any Questions



Click on the Hot Topics > [Background Check Policy Update-2015](#) for FAQ's, a link to the policy, process documents/resources, electronic portal, and more.



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Thank you for participating! 😊

