Criminal Background Checks

Workshop for implementation of the policy: No: S-14.5
Dated: March 10, 2008
Vice Chancellors

- Approve list of institution-exempted positions
- Appoint those authorized to submit checks and receive results
- Appoint consulting review group
- Maintain list of designees
- Make ultimate decisions
- Maintain confidentiality
- Report annually to Human Resources
Deans/Department Heads

- Develop list of exceptions
- Appoint those authorized to submit checks and receive results for student workers
- Maintain student worker records for 7 years
- Form review group for consultation regarding student worker results
- Make ultimate decisions regarding student workers
Personnel Representatives

- Post disclaimer in all ads “Employment will require a criminal background check.”
- Inform finalist(s) and provide forms
- Receive finalist(s) forms and submit to UWPD
- Receive reports from UWPD
- Inform appointing authority or VC/Dean/Dept Head
- Forward non-student worker reports to UWHRD
- Retain student reports for 7 years
UC and Academic Senate

- Nominate two to serve on review groups
- Tenured
- Indefinite
Department of Human Resources

- Coordinate implementation
- Provide workshops and orientations
- Retain non-student worker background reports for 7 years
- Enter CBC completion into IADS and monitor for non-student workers
- Maintain lists of exempt positions
- Receive, compile, and maintain division annual reports
UW Police Department

- Receive and conduct criminal background checks
- Submit out-of-state checks to HireRight
- Notify Personnel Representatives of results
- Submit student worker documentation to requesting department
- Submit non-student worker documentation to UWHRD
FAQs

- When do we notify applicants and finalists about the requirement?
- Can a contingent hire be made?
- What criteria is used to decide about a hire if a record is discovered?
- Who pays for background checks?
- What happens if a candidate is not selected based on the check?
Negative results

- Provide results to the candidate
- Give 3 working days to challenge
- Give 5 days to resolve
- Allow time extensions at UWM discretion
Other questions
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