



WESTERN CONNECTICUT STATE UNIVERSITY

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Department of Human Resources Dean of Human Resources

MEMORANDUM

To: All Department Heads & Hiring Officials
From: Charles P. Spiridon
Date: March 18, 2005
RE: Pre-Employment Background Verification Policy

At the March 4, 2005 Board of Trustees Meeting the Trustees passed a resolution directing the Chancellor and the University to establish a policy to conduct pre-employment background verification on all individuals before an offer of employment is tendered. In anticipation of this resolution, the University and the CSU System Office have developed the attached Pre-Employment Background Verification Policy. This policy shall take effect immediately and is applicable to all new hires.

In reviewing the policy there are several important issues that need to be highlighted. They are as follows:

- Offers of employment may only be tendered after the University has completed an appropriate background screening and received satisfactory results.
- No external employment candidate may begin work for the University until the appropriate background screening has been completed with satisfactory results.
- Candidates will be informed during the pre-employment process that selection is subject to meeting the requirements of a background investigation. Applicants who have been designated as finalists for positions will be required to complete a consent form, which requests submission of specialized information for the approved background investigations vendor and an employment application.
- In special circumstances where it is not possible to have the pre-employment background checks completed before a candidate must begin work, the Dean of Human Resources may provide approval with written notification to the applicant that continued employment is contingent upon completion of a pre-employment background check with satisfactory results.
- When the University receives information in a background investigation that will disqualify a candidate from consideration, the University will follow the appropriate protocol to notify the applicant and allow them to present new or clarifying information.

To assist with implementing this policy, the University has placed a copy of the Policy, the Employment Application and Consent and Disclosure forms on the University's website. These forms may be found at the following URL – www.wcsu.edu/hr/. Final candidates for each position must complete the employment application and the Consent and Disclosure form prior to the written offer of employment being extended. The Human Resources Department must receive an original signed Consent and Disclosure form and original employment application to initiate the pre-employment background investigation.

Pre-Employment Background Check

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Should you have any questions concerning the pre-employment background check, I would ask that you direct them to Ms. Carolyn Lanier, Director of Recruitment & Training at X-78661.

cc: Dr. James Schmotter, President

CPS/cs

Attachments