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**Policy Owner:** Chief HR Officer  
**Approved by:** President  
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## **BACKGROUND CHECKS POLICY AND PROCEDURE**

All offers of employment at NewU are contingent upon clearing of a background check.

Background checks will include:

- a) **Prior Employment Verification:** confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure and eligibility for rehire. This verification will be run on the past two employers or the previous five years, whichever comes first.
- b) **Personal and Professional References:** calls will be placed to individuals listed as references by the applicant.
- c) **Educational Verification:** confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.
- d) **Criminal History:** includes review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:
  - The nature of the crime and its relationship to the position.
  - The time since the conviction.
  - The number (if more than one) of convictions.
  - Whether hiring the applicant would pose an unreasonable risk to the University, its employees, and students.

### **Procedure**

Candidates who are offered employment and all volunteers must complete a background check authorization form and return it to Human Resources. NewU may ask and investigate the criminal history of an applicant only after extending a conditional offer of employment. The applicant must complete a background check authorization form at the time the offer of employment is made.



Human Resources will order the background check upon receipt of the signed release form, and either internal HR staff or an employment screening service will conduct the checks. A designated HR representative will review all results.

The HR representative will notify the hiring manager regarding the results of the check. In instances where negative or incomplete information is received, the appropriate executive and the Chief Human Resources Officer will assess the potential risks and liabilities related to the job's requirements and determine whether the individual should be hired. If a decision not to hire a candidate is made based on the results of a background check, there may be certain additional Fair Credit Reporting Act (FCRA) requirements that will be handled by Human Resources in conjunction with the employment screening service (if applicable).

Background check information will be maintained in a file separate from employees' personnel files for a minimum of five years.

**[End]**