

# PRE-EMPLOYMENT SCREENING

**POLICY NUMBER:** RESERVED FOR FUTURE USE

**POLICY TYPE:** ADMINISTRATIVE

**RESPONSIBLE OFFICIAL TITLE:** DIRECTOR OF HUMAN RESOURCES

**RESPONSIBLE OFFICE:** OFFICE OF HUMAN RESOURCES

**EFFECTIVE DATE:**8/1/2012

## I. POLICY STATEMENT

### **Purpose**

This policy applies to all candidates for employment at Northern Kentucky University.

1. It is important that the University's academic and service missions are supported by qualified employees, in a safe and secure environment for all University constituents, including students, visitors and employees. It is also important that Northern Kentucky University take meaningful actions to protect its funds, property and other assets.

2. This policy is intended to support the verification of credentials, criminal history, and other information related to employment decisions that assist the University in meeting its commitments.

### **Policy Statement**

#### *Background Check*

It is the policy of northern Kentucky University that all external candidates for employment in staff, faculty, and student positions have certain credentials, criminal and other background information verified as a condition of employment

Northern Kentucky University requires a criminal check for all new full-time and part-time employees upon hire once a conditional offer of employment has been extended. This is in accordance with Kentucky Administrative Regulation 164.281.

Although a disqualification is possible, in accordance with federal and state laws, a previous conviction does not automatically disqualify an applicant from consideration for employment with Northern Kentucky University. Depending on a variety of factors (for example, the nature of the position, the nature of the conviction, age of the candidate when the illegal activity occurred, etc.), the candidate may still be eligible for employment with Northern Kentucky University.

However, if an applicant attempts to withhold information or falsify information pertaining to previous convictions, the employee will be disqualified from further employment consideration from any position with the university due to falsification of an application.

A conditional offer of employment may be extended to an applicant prior to the completion of the criminal conviction check. However, the applicant's first day of work in the position must not be prior to the satisfactory completion of the criminal conviction check.

#### *Additional Pre-employment Checks*

Additional checks and testing may be required based on the position at the university. This includes but is not limited to physical ability assessments, sample job tasks,

cognitive tests, driving tests and/or drug testing.

## II. ENTITIES AFFECTED

All candidates for employment at Northern Kentucky University

## IV. DEFINITIONS

1. **Criminal history check** means verifying that the selected candidate does not have any undisclosed criminal history in every jurisdiction where the candidate currently resides or has resided or has been employed.
2. **Sex offender registry check** means verifying that the selected candidate does not have undisclosed convictions of sex crimes in every jurisdiction where the candidate currently resides, has resided or has been employed.
3. **Educational verification** means ensuring that the selected candidate possesses all education credentials beyond high school listed on the application, resume or cover letter otherwise cited by the candidate that qualify the individual for the position sought.
4. **Employment verification** means ensuring that the selected candidate actually worked in the positions listed on the application, resume, or cover letter or otherwise cited by the candidate that qualify the individual for the position sought. This verification should include dates of employment and verification of last position held.
5. **License verification** means ensuring that the selected candidate possesses all the licenses listed on the application, resume, or cover letter or otherwise cited by the candidate that qualify the individual for the position sought and verification of any license required for the position, including verification of the status of such licenses. This includes any motor vehicle drivers licenses required for the associated position.
6. **Initial hire** means any new NKU employee who has never been employed at NKU. A **rehire** is an employee who previously worked at NKU but who has been separated from the University. Mitigating factors will determine if another background check is required for a rehire.

### REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
New Policy	8/1/2012
Choose an item.	
Choose an item.	
Choose an item.	

Choose an item.	
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