



## **Employee Background Check Policy**

(Version 2019-04)

### **Policy brief & purpose**

Our employee background check policy refers to our guidelines for investigating our job candidates' backgrounds as part of our hiring process. Background checks help us:

- ◆ Get insight into candidates' background.
- ◆ Ensure we hire reliable employees.
- ◆ Verify candidates' information for truthfulness and accuracy.
- ◆ Screen candidates convicted of serious criminal behavior.

### **Scope**

This employee background check policy applies to candidates who go through our company's hiring process. It may also apply to internal candidates who are being considered for a promotion or transfer.

### **Policy elements**

Background checks may include:

- ◆ Criminal records
- ◆ Credit reports
- ◆ Drug testing
- ◆ Verification reports (e.g. identity, previous employment, education, SSN)
- ◆ Driving records
- ◆ Reference checks

All candidates aren't required to pass every type of background check we offer before our company hires them. Each position has its own requirements. For example, driving records may be relevant to drivers, but not to hire office managers. Candidates for teaching positions and school managing positions are required to pass the basic background screening, which includes criminal records, sex offender registry, verification reports and reference checks.

Background screening shouldn't be used as a way to disqualify someone or reduce the number of applicants for a position. Background checks are meant to reinforce a hiring decision and ensure candidates who have been selected for a job are suitable.

### **Rochester School's responsibilities**

Hiring managers and human talent staff must:

- ◆ Inform candidates that a background check is required in the position's job advertisement.
- ◆ Ask candidates to provide written permission before conducting a background check and let them know how long the process will take.
- ◆ Hire a reputable and reliable background check provider. Criteria to consider when choosing a provider are: cost, legality, commitment to confidentiality and turnaround time. If our current provider doesn't meet our requirements for these criteria, we should search for a new provider.
- ◆ Inform candidates of the results of their background checks and what we plan to do (reject or move candidates to the next hiring phase.) Background check providers should give candidates copies of their results.

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- ◆ Conduct a background check on all candidates who pass through the interview phase for a specific position without discriminating against certain individuals.
- ◆ Give candidates information they need to dispute a report or address any issues a background check turns up.

Hiring managers/HR must tell candidates a clean background check doesn't guarantee employment.

### **What to make of negative findings**

Criminal records don't automatically disqualify candidates from the hiring process, unless they cannot dispute or adequately address any issues. Hiring managers should keep the company's interests in mind when rating the seriousness of any issues background checks uncover. For example, candidates who are considered for a position that involves driving a company vehicle, should have at least a two-year clean driving record. Hiring managers should reject candidates convicted of driving while intoxicated within the last two years. Generally, if hiring managers decide a particular candidate would bring high or unreasonable risk to our company, they should reject the candidate. Teachers with criminal or sex offender records, or lies about their education and work experience will be rejected.

### **Procedure**

We aim for a transparent hiring process that respects candidates' rights. Hiring managers and staff will follow this procedure for background screening:

1. Hiring managers note in the job ad that a background check is required before employment.
2. When the final candidates (one or more finalists) are selected, hiring managers or human talent staff contact the candidates to get written permission for background checks and explain the process. This can be done through an Applicant Tracking System (ATS.)
4. If candidates refuse to go through background screening, hiring managers inform them that they won't be considered for the position. If candidates provide written permission, background-check providers can initiate the review.
5. Once human talent staff receive background check results, staff discusses them with hiring managers to decide next steps for the candidates and the position.
6. Hiring managers inform candidates of their decisions and ensure they get copies of their individual background check reports. If there are negative findings, Hiring managers must let candidates know how to dispute the report.

Our confidentiality and data protection policies always apply to information background checks uncover.