



Department Guidance on Pre-Employment Background Checks

Best Practices: Background Screening in Education HireRight.

It's no secret that thorough background screening of potential employees in your schools is crucial. These individuals have consistent exposure to your students and, in the case of teachers and professors, are often responsible for guiding these students' educational paths. What's more, parents trust your institution to not only educate their children, but also to safeguard them from any potential harm or abuse. Taking every possible step to protect your students and manage parental concerns is obviously a top priority for you.

Further driving the need for an accurate and effective background screening program are reputational issues—all the more important in higher education and private schools, where your school's good name can make or break the success of your institution. Just one employee with an unsavory background can ruin years of meticulous stewardship and careful planning.





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New Prospective Employee Background Screening-Where It Fits Into the Lincoln University Hiring Process

Once the approved hiring PTR is received by Human Resources for all new employees, the prospective employee and the respective department are notified through the **Pre-Employment and Screening Letter** sent via an email communicate that the final candidate has been authorized to start Lincoln University employment contingent on passing a background screening. The **Pre-Employment and Screening Letter** also includes information regarding the approved position title, projected start date, salary/wage amount and initial hiring paperwork. The prospective employee is asked to indicate an acceptance to the terms and conditions stated in the **Pre-Employment and Screening Letter** through an email response back to Human Resources and copied to the Department.

The definition of new Lincoln University employee will coincide with the USCIS E-Verify guidelines, which requires employment eligibility work status verification if the individual has not worked for Lincoln University for 3 or more years. **New employees in all job classifications are included in the background screening, the exception is student employment.**

The Human Resource Office staff will be authorized as the Lincoln University subscriber's recognized personnel that can order and/or access screening reports from HireRight. Human Resources will know the final candidate has entered his/her information into the online background check system by viewing the status in the HireRight management access.

The prospective employee will receive an email notification from HireRight with information on how to access the Applicant Center and complete the necessary data fields.

When the Human Resource Office is notified of the results of the background check, HRS will email (**2nd email communicate**) the prospective employee and department with the background check results. If a successful background check is received by the HR Office, the prospective employee can then arrange to come to Human Resources and complete all initial employment paperwork on or before the 1st day of employment.

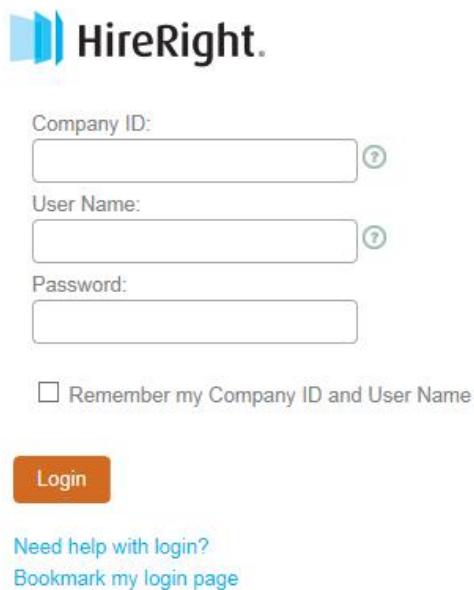




The Background Screening Process – Employer Aspect

Ordering a Background Screening

The ordering of a background screening will be done by HR staff after the approved Personnel Transaction Form is received. The HR staff person goes to the HireRight website account login.



The screenshot shows the HireRight login interface. It features the HireRight logo at the top left. Below the logo are three input fields: 'Company ID:', 'User Name:', and 'Password:'. Each field has a small question mark icon to its right. Below the input fields is a checkbox labeled 'Remember my Company ID and User Name'. At the bottom left of the form is an orange 'Login' button. Below the button are two links: 'Need help with login?' and 'Bookmark my login page'.



The applicant's first and last name and email address is entered along with the type of package selected. There are two types of selection packages to be utilized, the base and the professional.





The Base Package will be utilized for the job classifications: casual, service & maintenance, administrative support and technical. The order details can be seen below.

- 1 DEFINE REQUEST
 - Select Package & Add-ons
- 2 COMPLETE FORMS
 - Select Form Completion Option
 - Provide Applicant Information
- 3 COMPLETE REQUEST
 - Review Request
 - Screening Disclosure and Authorization

Help Center

type keywords, hit Enter

Background Request — Select Package & Add-on Services

Packages

Select Package *

Order Details

Criminal Felony & Misdemeanor <input type="checkbox"/>	edit details
Current address	
All Addresses Revealed by SST	
SSN Validation	1 SSN
Social Security Number Validation <input type="checkbox"/>	
SSN Trace	1 SSN
Social Security Number Trace <input type="checkbox"/>	
National Sex Offender Registry <input type="checkbox"/>	1 name
Widescreen Plus National Criminal Search <input type="checkbox"/>	1

The Professional Package will be utilized for the job classifications: academic and research faculty, adjunct faculty, professional and administrators.

- 1 DEFINE REQUEST
 - Select Package & Add-ons
- 2 COMPLETE FORMS
 - Select Form Completion Option
 - Provide Applicant Information
- 3 COMPLETE REQUEST
 - Review Request
 - Screening Disclosure and Authorization

Help Center

type keywords, hit Enter

Background Request — Select Package & Add-on Services

Packages

Select Package *

Order Details

Criminal Felony & Misdemeanor <input type="checkbox"/>	edit details
Current address	
All Addresses Revealed by SST	
SSN Validation	1 SSN
Social Security Number Validation <input type="checkbox"/>	
Federal Criminal	edit details
Federal Criminal Records Search <input type="checkbox"/>	
Current address	
All Addresses Revealed by SST	
SSN Trace	1 SSN
Social Security Number Trace <input type="checkbox"/>	
Employment Report	3 employers
Employment Verification <input type="checkbox"/>	
Education Report	1 institution
Education Verification <input type="checkbox"/>	
MVR	1 state
Motor Vehicle Records Check <input type="checkbox"/>	
National Sex Offender Registry <input type="checkbox"/>	1 name
Widescreen Plus National Criminal Search <input type="checkbox"/>	1



Order Processing

The completion of the package selection will generate a background request on the individual applicant. The turnaround time will depend on the selected package and timeliness of the applicant information processing.

The Base Package is usually completed within 2-3 days because it is accessing national databases with no individual employer contacts.

The Professional Package 3-4 days depending on the responsiveness of information collection. This requires more individualized reaching out to employers and specific clearinghouses of information.

Manage Reports

The employer has the access to management reports including: aging reports, account activity, billing summary, education detail, request detail, discrepancies and adverse records. The enterprise system is dynamic and has lots of flexibility in the creation and filtering of reports.

Report: Account Activity

Report Execution

[Run Report](#) |
 [Send](#) |
 [Export](#) |
 [Schedule](#) |
 Actual time dep

Note: Once you have begun running a report, you must wait until it has completely loaded before running another one. You cannot run two reports at the same time.

Report Settings

Use the controls below to filter the data displayed in the report.

Include records created by these users:
[Only My Records]
[Select Users](#) | [Reset Users](#)

Include all records from current account and all child accounts

Timeframe
This filter takes the following fields into account:
Order Submission Date, Order Completion Date, Application Initiation Date, Application Completion Date

Last year All (slow)
 Last 6 months Exact: (mm/dd/yyyy)
 Last month begin
 Last week end
 Last 24h

Include statuses of orders:

Draft
 Complete
 Viewed
 Deleted
 Submitted

View all Orders

You can also filter specific fields using the controls below:

Field	Operator	Value
<input type="text" value="-- None --"/>	<input type="text" value="= (equals)"/>	<input type="text"/>
<input type="text" value="-- None --"/>	<input type="text" value="= (equals)"/>	<input type="text"/>
<input type="text" value="-- None --"/>	<input type="text" value="= (equals)"/>	<input type="text"/>

Group information by:

then by:

then by:



A Successful Background Screening

When a screening report has been completed on an applicant, the initiator (HR Staff) will receive an email notification from HireRight (as illustrated below). This will complete the process for a successful background screening. The next step will be for the Human Resource Office staff to contact the applicant to finalize the employment start.

Dear Jim Marcantonio,

HireRight has completed the screening report for James Marcantonio.

To view this screening report, please click on the link below or copy it into an Internet browser.

<https://ows01.hireright.com/pls/hr2/welcome.toHireRight2?psKey=DDD79C198BC1C0B20C27789C3DF5ECF6>

Your login information to view this report is the same as the one to access your HireRight account for company Lincoln University.

As always, you can view this report and the other reports for your company by logging into your account from the HireRight website.

Sincerely,
HireRight Customer Service

Orders and Reports Maximize Refr

New Order Print Download Note More Options

Current Account Current User Last 30 days Refreshed 10 seconds

Invitations Not Submitted In Progress **Completed** Cancelled

First Name	Last Name	SSN/National ID	Status	Request Date
James	Marcantonio	***-**-0691	No Discrepancy	10/15/2015





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The Background Screening Process – Applicant Aspect

The prospective employee is notified by the Human Resource Office of the pending background screening through the Pre-Employment and Screening Letter, the respective department is concurrently notified. Once the candidate responds to acceptance of the Pre-Employment and Screening Letter terms, the Human Resource Office will process a background screening order on the applicant through the HireRight website. The job applicant will receive an email notification from HireRight as illustrated below:

Lincoln University Background Verification Request for Jim Marcantonio Oct 01

From: HireRight Customer Support
To: Jim Marcantonio

Dear Jim,

In order to guide you through your background verification, Lincoln University has partnered with HireRight.

Please begin your background form:
<https://ows01.hireright.com/ac.html?key=2C21DD2CD2402E6FCB4D1BA2526CF987> ← **WEBSITE LINK**

Login: j.marcantonio@mchsi.com ← **LOGIN**
 Password: 3A63D663 ← **PASSWORD**

What's next?
 HireRight will contact you for additional information, if necessary.

Where can you learn more about the background verification process?
 You can find more information on our candidate resource site: www.aboutemployeebackgroundchecks.com.

Do you need more assistance?
 HireRight is happy to help. Please contact:
 - customerservice@hireright.com
 - (866) 521-6995 toll free in the U.S. and Canada 5 days a week from Sunday 3 p.m. until Friday 6 p.m. PST.
 - Additional global toll free numbers can be found at www.hireright.com/customer-service. Help is available between Sunday 11 p.m. GMT to Saturday 2 a.m. GMT.

Sincerely,
 Jim Marcantonio

This email link will take the applicant to the Applicant Center

(Lincoln University) | [Log out](#)

HireRight. | Applicant Center

Hi, Jim. Welcome to Applicant Center!

Applicant Center is your secure, personal website that provides verification process transparency and helps you complete the procedure faster. On this portal, you can conveniently:

- Submit personal documents and information
- Respond to alerts requesting additional data
- View a report on all communications, document submissions and real-time progress status
- Receive access to support material and live chat

Click Start to begin.



HireRight.

Save Form | Save Form & Exit | Help | Print

1 COMPLETE FORMS

- Instructions
- Provide Applicant Information
Review Input Summary

2 COMPLETE REQUEST

Screening Disclosure and Authorization

Background Request — Your Contact and Identity Information

Providing your information as completely and accurately as possible will help speed up the completion of your background check.

Your name

First Name * Middle Name *
jim Legal Middle Name

Last Name *
marcantonio

I certify that I do not have a middle name

I certify this is my legal name * [How we use this information](#)

Your current mailing address and contact information

Country *
USA

Address *

City *

State *
-- Select From List --

ZIP Code

Month and Year you began living here
From
MM/YYYY

Country Code Phone * ext.
+1 Country Code Lookup

E-mail *
marcantonioj@lincolnu.edu [How we use this information](#)

Help Center
type keywords, hit Enter
[Live Help](#)



Applicant Center Background Request Instructions-disclosures

The individual will also electronically sign the Authorization of Background Investigation Form after reading and acknowledging the disclosure of information and summary of rights under the Fair Credit Reporting Act.

1 COMPLETE FORMS

- ✓ Instructions
- ✓ Provide Applicant Information
- ✓ Review Input Summary

2 COMPLETE REQUEST

- ✓ Screening Disclosure and Authorization
- Other Disclosures and Authorizations

Help Center

[Live Help](#)

Background Request — Other Disclosures and Authorizations

OTHER DISCLOSURES, ACKNOWLEDGMENTS & AUTHORIZATIONS REGARDING BACKGROUND INVESTIGATION FOR EMPLOYMENT PURPOSES

Disclosures

Investigative Consumer Report:

Lincoln University (the "Company") may request an investigative consumer report about you from HireRight, LLC ("HireRight"), a consumer reporting agency, in connection with your employment, or application for employment, or engagement for services (including independent contractor or volunteer assignments, as applicable). An "investigative consumer report" is a background report that includes information from personal interviews (except in California, where that term includes background reports with or without information obtained from personal interviews), the most common form of which is checking personal or professional references through personal interviews with sources such as your former employers and associates, and other information sources. The investigative consumer report may contain information concerning your character, general reputation, personal characteristics, mode of living, or credit standing. You may request more information about the nature and scope of an investigative consumer report, if any, by contacting the Company.

Ongoing Authorization:

If the Company hires you or contracts for your services, the Company may obtain additional consumer reports and investigative consumer reports about you without asking for your authorization again, throughout your employment or your contract period, as allowed by law.

Additional State Law Notices:

Please see the "Additional State Law Notices" for California, Massachusetts, Minnesota, New Jersey, New York, and Washington that are provided below, as applicable. A California disclosure and summary of your rights under California Civil Code Section 1786.22, and a copy of New York Article 23-A, are being provided to you separately.

Summary of Rights under the Fair Credit Reporting Act:

A summary of your rights under the Fair Credit Reporting Act is being provided to you separately.

San Francisco Fair Chance Ordinance Official Notice:





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Once the application is completed, the individual will click “submit” for the application to be processed by HireRight. The applicant will receive an order confirmation that includes electronic copies of the disclosure forms.



Background Request :: Order Confirmation

Thank you for submitting the background form.

Success! Your forms have been received by HireRight.

Your request ID (reference number) is HA-101515-TW8BD.

There's no more action required from you at this time.

Next Steps:

If there is clarification required from you to complete processing of your report, we will reach out to you by email or phone with complete instructions.

Here is the copy of your eSignature:

[Screening Disclosure and Authorization](#)

[Other Disclosures and Authorizations](#)

[Click here to get Adobe Reader](#)

You can close the form now. Thank you.

Adjudication

HireRight electronically enters your organization’s current adjudication guidelines into your HireRight account, and a HireRight adjudicator applies your guidelines to each completed background screening report. Reports that satisfy your guidelines are identified as ‘**meets company standards**’; all others are identified as ‘**pending**’ so you can perform an individualized review to determine whether or not the candidate meets your organization’s hiring guidelines.



Background on Adjudication



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Hiring a qualified, honest candidate is a goal of every company. But what if one of your short-listed applicants tells you she does not have a clean record?

Let's look at the facts... Certain regulations stipulate disqualification if the applicant is an ex-offender/criminal — meaning they may be restricted from employment in industries such as childcare, education, security, nursing and home healthcare — places where "vulnerable" populations are involved.

Organizations that do not have "vulnerable" populations do have the ability to develop and adhere to their own guidelines in regards to hiring applicants with a colorful past — with a caveat. As long as your guidelines are consistent with those set forth by the U.S Department of Labor and applicable state laws, your business has the right to set policies in regards to hiring (or not hiring) those applicants who have a record.

The definition of adjudication...

In order to ensure that all candidates are measured equally in accordance with company guidelines, many organizations turn to a process called "adjudication." **Adjudication is the process of comparing the employment screening results of an individual to the standards that a company has established to determine if the applicant's background meets company standards.** Seen another way, adjudication offers a means to provide a benchmark by which objective judgment can be made with regard to background check results.

Adjudication guidelines can be as simple or as detailed as the company requires (or as mandated by regulatory guidelines, for example in the healthcare industry).

The adjudication process is not limited to traffic violations or criminal records, it can also include auditing results and evaluating discrepancies from education and employment verification. Below are some examples of additional criteria used:

Applicant listed area of study, place of study and dates of study did not match

Applicant listed data exceeded 90 day discrepancy tolerance for start and end dates of employment history

If the applicant's adjudication results do not meet your criteria, then your organization is notified and can then determine if adverse action is required.

The benefits...

Adjudication adds consistency to the background screening process and can increase efficiency across your organization, removing the guesswork and subjective individual "judgment calls" from your company's hiring guidelines.

Adjudication Standards-HireRight's General Guidelines

1. Okay to contact applicant.
 2. Send a maximum of two delays per sub request.
 3. Okay to disclose customer name when requested.
 4. Close a request within five business days (unless 'Pending') after:
 - Two delays have been sent with no additional information provided.
 - All contacts have been exhausted with no response.
 5. MINOR discrepancies must be reported if:
 - A date discrepancy is over three months.
 - A salary discrepancy is over \$1,500.00 annual salary, \$125.00 monthly salary or \$.75 hourly.
 - The job title supplied by the applicant differs from and is not equivalent to the job title verified.
- * Refer to Quality Guidelines for additional details on date discrepancies



6. MAJOR discrepancies must be followed up on with applicant (or via customer notification).
- A date discrepancy is two years or more.
 - A degree discrepancy occurs when a degree is claimed but cannot be verified. The degree provided by the applicant differs from and is not equivalent to the degree verified by the school.

Can I Dispute the Results of My Employment Background Check?

By HireRight



Reputable employment background screening companies make every reasonable effort to deliver accurate background reports – not only because they are legally required to do so, but also because they know that quality and accuracy are paramount to their reputation.

With certain exceptions for regulated transportation employers, if an employer determines that there is an element of the applicant's background check report performed by a third party background screening company that may cause the employer not to hire the applicant, the FCRA requires the employer to provide the applicant with a [copy of their background check report](#), along with a [summary of the applicant's legal rights](#), prior to making any adverse hiring decision based in part or in whole on that information contained in the background report. This generally is referred to as "pre-adverse action" notification. This process is designed to protect the applicant by allowing them an opportunity to review the accuracy of their background report that the employer may be relying on.

In the event that the applicant then identifies an inaccuracy in their background report, the applicant has the right to file a dispute with the screening company. The screening company is required to have a process in place so that the applicant can easily file their dispute and, if justified, have their report corrected.

If you find any information in your background report to be incomplete or inaccurate, you may request a correction by contacting the background screening company directly and in the manner indicated by the company (usually via phone or web-site). Under the FCRA, the background screening company generally has 30 days to reinvestigate and address the dispute, but background screening companies typically try to resolve the dispute as quickly as possible for both the applicant and their prospective employer.

Lincoln University can customize its own adjudication standards and have the standards embedded in our packages.

The Decision Not to Hire

Does a criminal record mean the applicant cannot get the job?

Not necessarily. The U.S. Equal Employment Opportunity Commission (EEOC) has said that use of criminal history may sometimes violate Title VII of the Civil Rights Act of 1964. This can happen, the EEOC says, when employers treat criminal history differently for different applicants or employees. The Equal Employment Opportunity Commission (EEOC) says that a person cannot be denied employment based on a criminal record alone. Instead, the decision to hire or not must be based on a "business necessity," which requires the employer to consider:

The nature and gravity of the offense or offenses.

The time that has passed since the conviction and or completion of the sentence.



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The nature of the job held or sought.

Lincoln University will determine a decision not to hire based on background screening in compliance with State and Federal Employment Law. The university's legal counsel will be consulted prior to a final decision. The President of the university will have the final authority on all decisions not to hire someone based on background screening.

Adverse Letter

If Lincoln University determines that it is appropriate to deny employment based on its evaluation of screening results, then Lincoln University will send an "Adverse Letter Notification" to the applicant. Below is a sample letter.

Dear [Applicant Name here]:

This letter is provided to you in compliance with the federal Fair Credit Reporting Act.

As part of our employment selection process, we require that a consumer report be obtained before an offer of employment is made to any applicant being considered for the position for which you applied. You previously should have received a copy of your consumer report and summary of your rights under the federal Fair Credit Reporting Act.

This is to advise you that your application for employment is being denied. In evaluating your application, the consumer reporting agency listed below provided us with the information which, in whole or in part, influenced our employment decision. This consumer reporting agency played no part in our decision other than providing the information about you, and the agency will not be able to provide you with specific reasons for our denial.

Under the Fair Credit Reporting Act, you are entitled to disclosure of the information contained in your consumer report by contacting the consumer reporting agency directly, within sixty (60) days of this letter. You also have the right to dispute the completeness or the accuracy of the report.

Sincerely,

[Your Name here]

[Your Company Name and/or Address here]

Name of Consumer Reporting Agency:

HireRight, Inc.
3349 Michelson Dr. Suite 150
Irvine, CA 92612
Phone: 866-521-6995*
Fax: 877-797-3442*
E-mail: customerservice@hireright.com

* If you are outside of North America, please visit <http://www.hireright.com/Contact-Us.aspx#> and click on the "Customer Service" tab for HireRight's toll-free phone and fax numbers for use from locations around the globe.



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