

Interoffice Communication

DATE: September 9, 2014

TO: HR Liaisons

FROM: Kristi Darr
Director, University Human Resources

RE: Contingent Employment Offers and Background Check Processing

As mentioned in the memo to Administrative Officers on September 3, University Human Resources (UHR) continues to evaluate employment processes as we implement the PeopleAdmin7 Upgrade. To support tenure/tenure-track faculty employment offers being contingent and all background checks being conducted on the final candidate, UHR has updated processes to support these changes.

Contingent Offer for Tenure/Tenure Track

Effective September 9, 2014, UHR Recruitment will begin approving tenure and tenure track faculty hires contingent upon acceptable review of the completed background check. This will allow colleges to make the employment offer pending the background check results. The Provost Office approves will approve the Letter of Intent before departments are authorized to make a written contingent offer. The contingent offer is only contingent upon the background check components and references must be completed before routing the request to hire.

Process for the tenure and tenure/track faculty contingent hire process

Upon receipt of the Hiring Proposal, UHR Recruitment will:

- ⤴ order the background check components
- ⤴ approve the hire in PeopleAdmin (PA)
- ⤴ monitor the background check until completion
- ⤴ notify the HR Liaison and the Posting Admin when the candidate has passed a successful review of the background check

After approval of the LOI by the Provost Office, the Hiring Department may:

- ⤴ extend the contingent offer in writing to the candidate
- ⤴ confirm the hire in PeopleAdmin upon acceptance from the candidate.

In addition to the above outline, UHR created a process map for the contingent background check process and updated the Regular Appointment Letter of Intent for Tenure/Tenure Track Offers. Please visit the process map to ensure all steps followed. Effective September 9, 2014, the new LOI template for regular faculty should be used. It will be uploaded to the university forms page on the 9th.

Interviews Conducted on Final Candidates

Also, beginning September 9, UHR will only conduct background checks on the final candidate selected for hire. We continue to work with our background check provider to create greater efficiencies. One year ago, based on your feedback, we incorporated Education Verifications and Motor Vehicle Records Checks into our standard packages. As expected, these additional verifications have contributed to an increase in our average turnaround time by 2-3 days. Once the applicant responds to the email, the background check average turnaround time is 3 to 5 days. Therefore, when submitting requests for Merit and P&S hires, please encourage a reasonable proposed start date that is at least 2 to 4 weeks away to allow for background check completion and Letter of Intent routing, etc.

For more information

For more information about the background check process, contact the assigned UHR Recruitment contact for your college/unit. Please share this communication with others in your unit, as appropriate.