

Policies and Procedures

Title

Reference and Employee Screening

HR Policy No. 10.003

Page: 1 of 4

Revised: May 1, 2019

Purpose

To establish guidelines for pre-employment references and screenings for applicants, as well as post-employment screenings if needed.

Applicability

All full-time, part-time, and temporary employees, as well as some volunteers, if applicable.

Policy

Reference and Employee Screening

All applicants for regular and temporary administrative, staff, and faculty positions at Providence College are subject to reference checks with prior employers and/or institutions before an offer of employment is extended.

After a conditional offer has been made, criminal background checks will be conducted for all finalists for regular and temporary positions, but prior to the first day of employment. Employment in the position may not begin until the College has received and reviewed the results.

Additional employment screening checks beyond criminal background checks may be required depending on the nature of the responsibilities of the position being offered. These additional screenings may include, but are not limited to:

- Motor Vehicle Records Check
- Educational Credentials and Licensing Check
- Credit history check (where applicable)

Reference Checks

Reference checks are a normal part of the hiring process. All supervisors and managers should assure that thorough reference checks are completed on all finalist candidates, internal and external, before an offer is made. A Human Resources representative is available to check references or to assist hiring supervisors in doing so. If the final candidate is a former or current employee, the

hiring supervisor must contact the Human Resources representative to make arrangements to review the information relevant to job performance in that employee's file.

Criminal Background Checks

In reviewing a finalist's criminal history records that disclose prior criminal convictions, the following will be considered:

- (1) The nature and seriousness of the offenses for which the finalist has been convicted;
- (2) The number of such offenses;
- (3) Whether such convictions are related to the duties of the position;
- (4) The accuracy of information provided by the finalist during the application process.

Criminal history information will be limited to criminal convictions or pleas equivalent to conviction. Such information will be used solely for the purposes of evaluating an applicant's suitability for employment. Criminal convictions or pleas automatically will not exclude an applicant from consideration for employment.

Finalists who have experienced a criminal background check as a result of their application for a position will be permitted to provide responsive information regarding their criminal conviction record, including evidence of rehabilitation, character, educational achievements, and the length of time since the last criminal conviction, and other extenuating circumstances.

Employees have an on-going obligation to inform the College of any criminal conviction. Decisions regarding whether or not an individual with a conviction record should be hired into an administrative or staff position rests with Human Resources, in consultation with the hiring department.

Other Employee Screening Checks

All candidates for full-time, part-time regular, temporary, and volunteer (if applicable) employment are subject to screening checks. The screening checks include, but are not limited to, criminal history, motor vehicle records, educational credentials, licensing checks, and credit checks, if applicable. The human resource representative will provide details to the finalist. Some of the criteria for identifying a position/function as possibly requiring additional checks include, but are not limited to:

- Direct responsibilities for the care, safety, and/or security of humans.
- Direct responsibility for handling or managing cash or credit card information.
- Responsibility as part of job duties for operating vehicles.
- A requirement for a certificate, professional license, or accreditation.

Full or part-time regular employment in Physical Plant and the Office of Public Safety is contingent upon the results of a medical examination performed by an outside service. All physical examinations are given in compliance with ADA regulations. Full-time regular employment in the Office of Public Safety also is contingent upon the results of a psychological exam.

Procedures

Providence College may engage a third party partner to conduct background screening checks, including reference checks. Where a third party conducts all or any portion of a background check, the College will comply with the requirements of the Fair Credit Reporting Act.

Applicants will be informed during the pre-employment process that selection is subject to completion of background screening with results acceptable to the College, and which check(s) would apply. Prior to conducting the background check(s), consent will be obtained from the prospective employee for the position. The information obtained through employee screening checks will be maintained in a separate file in Human Resources. Hard copy results will be destroyed three years following the date of hire.

Discrepancies between the information a job applicant provides during an application process, whether for an identified position or another position, and the facts disclosed through background screening, could be considered material misrepresentations and grounds for denial of employment, withdrawal of an employment offer, or dismissal of a current employee.

Motor Vehicle Records (MVR)

Finalists for positions requiring driving responsibilities or operation of College vehicles (owned, rented or leased) are subject to a background check of their motor vehicle records. Driving records will be reviewed solely for the purpose of evaluating an applicant's suitability for employment.

Finalists for, and employees in positions requiring driving responsibilities or operation of College vehicles (owned, rented or leased), must complete the College Driver Authorization form. The hiring department should contact the office of human resources to determine license requirements. The process for completing the form includes a visual inspection of the individual's valid United States driver's license and written acknowledgement that they may obtain the motor vehicle record of the applicant or employee from the licensing state on a periodic basis. Employees must adhere to the prompt reporting requirements regarding changes in status of license.

Educational Credentials and Licensing Check

Academic credentials and/or professional licensing/certification, as required for the position, will be verified by the hiring department.

Responsibility

The associate vice president for human resources, or his/her designee, is responsible for overall administration of this policy.