

Background Verification Checklist

- Hiring Department submits Staff Request – include the following statement in the position posting:
 - Staff Request - **“A criminal and employment history background check will be performed prior to employment offer.”**
 - Faculty and AP Positions – **“A background check is required for employment.”**

- Hiring Department follows regular recruitment process

- At interview stage, Hiring Department follows regular interview protocols. Finalists receive and complete:
 - Pre-employment Inquiry Form
<http://www.west.asu.edu/adaff/hr/hrforms/PreEmpInqForm.doc>
Note: If the position application instructions includes the use of the ASU West campus employment application, the Pre-employment Inquiry Form is not required.
 - Background Screening Authorization Packet
<http://www.west.asu.edu/adaff/hr/hrforms/Background%20Check%20Packet.pdf>
 - Summary of Your Rights Under The Fair Credit Reporting Act
 - Consent and Disclosure Form

- Hiring Department identifies the Finalist

- EO/AA Approves hire

☑ Hiring Department Initiates Request for Background Check:

Note – If finalist identifies a conviction in the forms above, contact HR to initiate the background check and FAX the form above to Sterling Testing

- E-mail Allison.Walas@asu.edu with the Finalist's name.
- Department inputs the subject profile of the Finalist into Sterling Testing system - <http://www.sterlingtesting.com>

OR

- By FAX request Human Resources will input the subject profile of the Finalist into Sterling Testing system - <http://www.west.asu.edu/adaff/hr/hrforms/BackgroundCheckFaxCoverSheet.pdf>

☑ Alternatively, the hiring department may provide the finalist with a Conditional Offer of Employment Letter **prior** to initiating background check <http://www.west.asu.edu/adaff/hr/hrforms/BGConditionalOfferNGF.doc>
<http://www.west.asu.edu/adaff/hr/hrforms/BGConditionalGF.doc>

☑ Hiring Department places ORIGINAL forms completed by the Finalist in a sealed envelope marked “confidential” and forwards to HR

☑ **Results:** Human Resources notifies Hiring Department of background check results

If clear: Hiring Department sends offer letter

If potentially disqualifying information is returned:

- Human Resources coordinates a meeting with Hiring Department, General Counsel, Human Resources, Provost's Office, EO/AA to discuss options
- Human Resources works with Hiring Department to prepare/send Pre-Adverse Action Letter
- If response is received from the finalist within 5 days of receipt of Pre-Adverse Action Letter, determine if it changes the hiring decision

- If no response is received within 5 days of receipt of Pre-Adverse Action Letter or unsatisfactory response is received from the finalist, Human Resources works with Hiring Department to prepare/send Adverse Action Letter

