Conducting Criminal and Credit History Investigations

Who Shall Undergo Criminal History Investigations

At a minimum, the selected candidate for any covered position shall undergo a criminal history investigation. Covered positions are defined in the Employment Verification and Background Check policy. At the hiring department’s discretion, the department may choose to conduct the criminal history investigation on multiple finalists prior to choosing the selected candidate. Departments should contact their HR contact in Recruitment Services to request checks on multiple finalists.

Who Shall Undergo Credit History Investigations

A credit history investigation shall be conducted on the selected candidate for any position determined to warrant or require such an investigation, such as positions that have access to, or accountability for, cash or financial assets or accounts, or financial transactions as defined in Employment Verification and Background Check Policy.

Position Descriptions and Vacancy Notices

Position descriptions and vacancy notices shall notify prospective applicants whether criminal and/or credit history investigations are a required part of the application process.

Formal Offers of Employment

Departments should build the criminal and/or credit history investigation into their hiring timelines to avoid delays in making the formal offer of employment.

A hiring department should not extend a formal offer of employment to a selected candidate until the required criminal and/or credit history investigation is complete. Similarly, a hiring department should not allow the candidate to begin working for the university until the criminal and/or credit history investigation is complete. In the event there is an immediate need for services, the department should consult with the Associate Vice President of Human Resources.

Verification Packages

- At the time the department creates or updates the Position Description or creates a Notice of Vacancy, the department user will select the investigation package. The criminal history investigation for most hires will include the Best Practices package. The contractor will typically check records for the preceding seven years, although this time frame could vary depending on the position in question or the information provided by the candidate.

- Some positions may, by the nature of the duties and responsibilities, require a different scope. For example, an international search or a broader sex offender search may be desired, or the hiring department could choose to request and pay for the contractor to check academic credentials or licenses as well, which would increase the cost to the department. If you need a search that is not covered in this list, please contact the HR Service Center at 294-4800.
Currently the packages available to ISU users are:

<table>
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<tr>
<th>Package</th>
<th>Contents</th>
<th>Cost per applicant (subject to change)</th>
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| **Best Practices**                | • National Criminal Database Search (including state sex offender where available)  
  • Criminal Felony & Misdemeanor  
  • SSN Trace  
  • Federal Criminal                | $54.70*                                                |
| **Best Practices with Credit**    | • National Criminal Database Search (including state sex offender where available)  
  • Criminal Felony & Misdemeanor  
  • SSN Trace  
  • Federal Criminal  
  • Employee Credit                | $61.49*                                                |
| **Best Practices with National Sex Offender** | • National Criminal Database Search  
  • Criminal Felony & Misdemeanor  
  • SSN Trace  
  • Federal Criminal  
  • National Sex Offender Registry Search | $63.68*                                                |
| **Credit Only**                   | • Employee Credit                                                         | $8.29*                                                 |
| **National Sex Offender Registry** |                                                                          | $8.71/each                                              |

*Includes a $1.50 cost per Applicant’s E-signature

Additional surcharges may be assessed by states and/or counties for Criminal Felony and Misdemeanor searches.
Results

• The result of the criminal and/or credit history investigation will be returned to Human Resource Services. Approval for the hire will follow standard procedures without further communication regarding the background investigation.

• If any negative result is revealed:
  a. Human Resource Services will send the candidate the Pre-Adverse Action notice. If the candidate wishes to offer information regarding the negative result, he or she may do so within five calendar days by contacting Human Resource Services.
  b. After providing the candidate an opportunity to offer information regarding the negative result, Human Resource Services will review the result in relation to the position in question and may also coordinate with necessary personnel, which could include University Counsel, Office of the Provost, relevant Senior Vice President or Dean, Department of Public Safety, and the head of the hiring department to determine the effect, if any, of the negative result on the position in question. Search committees will not be involved in the discussion of negative criminal or credit history investigation results.
  c. Factors considered with respect to a negative criminal history include, but are not limited to, the recency, severity, frequency, and nature of a conviction as well as its relation to the position in question. Other factors may include the candidate’s actions and activities since the crime, including rehabilitation or retribution, work history, truthfulness and completeness of the candidate’s disclosure of convictions, and any other relevant information. A criminal conviction is not an automatic bar to employment, nor will the University use criminal convictions to discriminate against any candidate for any basis protected by law or University policy.
  d. Factors considered with respect to a negative credit history include, but are not limited to, the nature and seriousness of the negative results as well as its relation to the position in question. A negative credit history is not an automatic bar to employment, nor will the University use credit histories to discriminate against any candidate for any basis protected by law or University policy.

• The Associate Vice President for Human Resource Services, or designee, will make a recommendation to the department and notify the Senior Vice President and Provost or applicable Senior Vice President regarding impact of the negative result on the position.

• If the outcome is that the candidate cannot be employed, Human Resource Services will send an Adverse Action letter to notify the candidate of the negative decision as well as to provide information regarding how the candidate may challenge the accuracy of the results through the contractor, as required under the Fair Credit Reporting Act.

Records

• Criminal and credit history information will be maintained separately and confidentially accessible only by Human Resource Services. The information will not be maintained in the personnel file.