Final Candidates for Hire

In an attempt to seek information needed to make an informed and rational hiring decision, the College will conduct reference checks on the candidate selected for their position before extending an offer of employment. This should include contacting current and previous employers and supervisors and education references for positions requiring a degree.

Background investigation procedure:

1. **Before an employment offer is made**, the hiring supervisor will inform the final candidate that they are being recommended to the Director of Human Resources for hire, and will have him/her complete a Disclosure and Authorization form, and provide him/her with the federal and state rights information sheet regarding background investigations. *No formal offers of employment can be made without the completion of the background investigation.* Supervisors should allow a minimum of 3-4 working days (and longer under certain circumstances) for the background investigation to be completed.

2. Supervisor will forward Disclosure and Authorization form to Human Resources to request the background investigation.

3. Hiring supervisor will contact the candidate’s current and previous employers and supervisors to conduct reference checks.

4. Human Resources will submit the candidate’s Disclosure and Authorization form to the agency the College contracts to perform the background check. The report includes a criminal history search, social security number check, sex offender data base, and driving record. For positions with financial control or access, a credit check will also be conducted.

5. The Director of Human Resources will conduct a final review and will approve or deny the recommendation for hire. The supervisor will be notified of the final decision.

6. If the candidate requests a copy of the report on the Disclosure and Authorization form, it will be provided within three days of Human Resources receiving it from the agency.

Promotions and Department Transfers

Employees who transfer or promote into College assignments listed below, should have a new background check completed before starting this new job:

- Admissions & Financial Aid
- College Advancement
- Dean of Faculty
- Dean of Students
- Facilities
- Financial Aid
- Human Resources

- Information Technology (including Audio Visual)
- Institutional Research
- Mailroom
- President’s Office
- Registrar’s Office
- Treasurer’s Office