AIMS COMMUNITY COLLEGE PROCEDURE

BACKGROUND CHECKS

A background check within this Procedure refers, but is not limited, to credit checks, driving history, criminal records check, drug screening, and the like. As such, it differs from a reference check, which entails matters such as verification of employment (work history), education, and professional accountability. The College engages in both background and reference checks as appropriate.

Background checks will be conducted by Human Resources on individuals who are a:

a) Applicant who has applied for employment at or by the College and who, through the application process, has attested to having been convicted and/or pled guilty to any civil or criminal violation other than a minor traffic incident; and/or
b) Potential Candidate who has been selected as a finalist to fill a position, designated by the College as being required to have a background check, regardless of having attested to having been convicted of and/or pled guilty to any civil or criminal violation other than a minor traffic incident.

Process
The background check process will be initiated by Human Resources for a:

a) Applicant upon receipt of the required application materials. Upon receipt of the background check information, Human Resources will determine, based on established criteria and through consultation with appropriate College administration, whether the applicant should be considered further in the screening process.

b) Potential Candidate when the associated Senior Manager has confirmed the potential candidate as a finalist to fill a position as designated by the College. Any offer of employment is contingent upon receipt, review, and confirmation that background check does not contain disqualifying information.

The specific element(s) comprising the background check will be determined by the College as appropriate to the position and/or criminal offense disclosed. Convictions will be assessed on a case by case basis. Applicability to the position sought by the person, liability/exposure, the age of the person when the offense was committed, how long ago it occurred, whether there have been repeated similar offenses and the like are matters that will be considered when a recommendation is made whether to move the person forward in the screening and/or selection process. If any conviction(s), regardless of category or severity, appear on a report and the person did not fully disclose the conviction or deferred adjudication on the criminal record disclosure form, the individual will be considered ineligible for employment based on falsification of information.
If the information obtained from the background check is not indicative of being a disqualifier, the:

a) Applicant will move forward in the screening process; and/or
b) Potential Candidate will move forward in the selection process.

Should the information obtained from the background check be indicative of a disqualifier the:

a) Applicant will be suspended from the screening process. Human Resources will provide the hiring supervisor with the recommendation not to consider the applicant further in the screening process. In addition, Human Resources will contact the associated Senior Manager, advise them of the recommendation and brief them on conditions surrounding the decision. Next, the applicant will be contacted by Human Resources verbally and in writing, the written correspondence is in compliance with the Fair Credit Reporting Act as appropriate, regarding their disqualification and will be given an opportunity to meet with the Director Human Resources, or their designee, to discuss the matter should they choose to do so; and/or
b) Potential Candidate will no longer be considered for the associated position. Human Resources will provide the hiring supervisor with the recommendation not to consider the applicant further in the selection process. In addition, Human Resources will contact the associated Senior Manager, advise them of the recommendation and brief them on conditions surrounding the decision. Next, the potential candidate will be contacted by Human Resources verbally and in writing, the written correspondence is in compliance with the Fair Credit Reporting Act as appropriate, regarding their disqualification and will be given the opportunity to meet with the Director Human Resources, or their designee, to discuss the matter should they choose to do so.

Recommendations to no longer consider an applicant and/or potential candidate for employment at or by the College may be appealed by the associated Senior Manager to the President in writing.

APPROVED: Dr. Marsi Liddell
Aims Community College President
Date: November 17, 2008