

BACKGROUND CHECKS IMPLEMENTING PROCEDURES

RATIONALE

A check of a candidate's background is intended to serve as an important part of the selection process when hiring new employees. A background check is conducted to promote a safe work environment and to protect our laboratory's most important assets: the people we serve and the people with whom we serve. It assists hiring authorities in making prudent employment decisions based upon more comprehensive job-related information, and also assists the laboratory in maintaining a high-quality workforce.

PROCEDURES

1. Prior to extending an offer to a prospective employee, the prospective employee must complete and submit the Background Check Disclosure and Authorization (BCD&A) form AND the Employment Application form (both forms may be found in the HR Forms website under Employment Forms).

The forms will be given to the prospective employee by the HR Center staff or the prospective employee will receive a link to the appropriate forms. Prospective employees must be advised to keep the 1st page of the BCD&A form, and to check the appropriate box to request a copy of the Background Check report if they wish to receive a copy of the results.

2. All job offers must be made "contingent upon successful completion of a background check" if the offer is being made before the check is completed. A new employee may begin work prior to completion of their background check, with the understanding that their offer of employment is contingent upon successful completion of a background check.
3. A copy of the signed BCD&A form should be returned to the HR Center by the prospective employee via FAX to expedite initiating of the background check. The original form must also be returned to the HR Center.
4. Following receipt of the BCD&A form and the Employment Application form, the HR Center staff will indicate the selected level of background check to be requested, by checking the appropriate option at the bottom of the BCD&A form and indicate the project id, prior to faxing it to Pre-Employ.

The options are:

- Package 1: SS# verification, Employment verification, Educational degree and / or Professional License verification, Criminal Conviction check, and DMV check. (for all employees except students and GSRAs) – *current cost is \$48.95 and additional \$10 for foreign university degree checks.*
 - Package 2: same as Package 1 plus Credit check for employment (as requested by Office of the CFO for certain employees as noted in the RPM) – *current cost is \$58.95.*
 - Package 3: SS# verification and highest educational degree verification (only for Students & GSRAs) – *current cost is \$9.95 inclusive of any fees.*
 - OIG-GSA check: Check of the Federal Debarment list for recipients of NIH funding – *current cost is \$4.95.*
 - A La Carte: SS# verification only (used only for Students who have not yet received their degrees) – *current cost is \$5.00.*
5. The HR Center should send or fax all package types to Pre-Employ. Their fax number is 1-888-999-3839. If Package 1 or 2 is selected, the Employment Application must also be included. The vendor will be in direct contact with the appropriate HR Center to resolve any questions or issues.
 6. After the background check is successfully completed, generally three to five working days, the vendor will send an e-mail with the completed report to the HR Background Check e-Room; members of the e-room

will be notified when a background check has been completed. The HR Centers will update HRIS to record completion of the background check. Verifications of educational degrees or professional licenses from foreign countries may delay the completion of background checks beyond the three to five working days.

7. On those rare occasions when the background check has adverse information, the HR Center, in conjunction with ELR, will provide guidance and a recommended action to the supervisor and appropriate division manager.
8. The cost of the background check will be paid for by the hiring division.
9. Invoices from the vendor will be certified for payment by the Manager of HR Systems and Services.