

# Ouachita Baptist University

## Background Checks Policy and Procedures

*Adopted by Board of Trustees  
March 14, 2013*



The Board of Trustees strives to provide a safe and secure environment for students, faculty, staff and visitors to our campus. This policy and related procedures have been adopted in light of that commitment.

### **Employees**

Background checks are conducted for all faculty and staff at the time of an initial job offer. Applicants should be informed of the background check requirement at the time of application or in the position announcement. Job offers may be made to prospective employees conditional to the results of the background check. However, no job offer may be accepted until the background check results have been verified.

The level and type of background checks conducted may vary depending on the position. At a minimum, the following checks will be conducted for all new hires:

- Name and social security number verification
- National database search
- Residence trace with 7 year criminal search

In addition, the following checks will be conducted for specific types of positions:

- Education degree verifications will be conducted for faculty.
- Education degree verifications will be conducted for staff at the director level or higher.
- Credit checks will be conducted for positions with financial or technology-related responsibilities.
- Licensure verification checks will be conducted for positions requiring professional licensing or certification.

Background check results are considered property of the university; however, the applicant has a right to request a copy of his/her background check results.

#### *Procedures:*

1. The hiring manager should notify Human Resources once the hiring manager identifies the finalists for a position. This should be done before a job offer is made.
2. The Human Resources Director will distribute the necessary waiver forms to the finalists with instructions to return the forms to Human Resources.
3. When the hiring manager has selected an applicant to make an offer, the Human Resources Director will conduct the required background checks only on the individual applicant who will receive an offer. The process can take up to five working days.
4. If the background checks reveal questionable or negative results, the applicant will not necessarily be disqualified from the process. The background check information

will be shared with the hiring manager. If Human Resources or the hiring manager believes the candidate should not be considered based on the information received, Human Resources will coordinate a discussion with the hiring manager and the appropriate Vice President. Additional information from the applicant may be sought if necessary. The final hiring decision in these circumstances rests with the appropriate Vice President and should take into account all available information. All acquired information will be kept confidential.

5. If an adverse action is taken as a result of the background checks, Human Resources will initiate the legally required notification processes and documentation to the applicant.
6. If no adverse results are received or if adverse results are resolved as outlined in 4. above, the Human Resources Director will notify the hiring manager when the background check is complete. At this time, the hiring manager may notify the applicant that the offer is finalized.

### **Volunteers and Student Employees**

All volunteers and student employees in university programs, who may have unsupervised contact with minors, will be subject to a national database search. Service may not begin until the results of the background check are received.

The following programs have been identified as serving minor children through the activities of the program. All volunteers or student employees of these programs are subject to background checks prior to beginning service with the program.

- Campus Ministries
- Communication Disorders Speech Clinic
- Teacher Education
- America Reads/America Counts
- Educational Talent Search
- Summer camps sponsored by Ouachita employees

In some instances, these programs may have more stringent review and approval requirements than those enumerated in this policy. In those cases, the director or manager of the program should provide documentation to the Human Resources Director that the background check requirement has been fulfilled.

Background check results are considered property of the university; however, the applicant has a right to request a copy of his/her background check results.

#### *Procedures:*

1. As part of the hiring or approval process for volunteers or student employees, the program manager will distribute the necessary waiver forms to the prospective

volunteer or student employee with instructions to return the forms to Human Resources.

2. If the background checks reveal questionable or negative results, the applicant will not necessarily be disqualified from the process. The background check information will be shared with the program manager and General Counsel. If the Human Resources Director or the program manager believes the candidate should not be considered based on the information received, the Human Resources Director will coordinate a discussion with the program manager, the appropriate Vice President and General Counsel. Additional information from the applicant may be sought if necessary. The final decision in these circumstances rests with the appropriate Vice President and should take into account all available information. All acquired information will be kept confidential and only discussed with university personnel with a business-related need to know.
3. If an adverse action is taken as a result of the background checks, the Human Resources Director, after consultation with General Counsel, will initiate the legally required notification processes and documentation to the applicant.
4. If no adverse results are received or if adverse results are resolved as outlined in 4. above, the Human Resources Director will notify the program manager when the background check is complete. At this time, the applicant may begin service.