

Loyola University Maryland – HR Procedures

Screening of Applications and Hiring Policy and Procedures

Revised August 2014 and May 2015

Policy 1.8: Screening of Applications and Hiring

Applications for staff and administrator openings are screened by the hiring department first. Upon the hiring manager's request, the human resources office or search committee determines which applicants meet the stated minimum qualifications for the position. Following the initial screening of applications, the qualified candidates will enter the selection process, which may include telephone interviews, committee screenings, and/or other selection processes based on bona fide occupational qualifications. The applicants who are the most qualified and whose salary expectations are met by the offered compensation are contacted for an interview with the appropriate department chair, administrator(s), supervisor(s) and/or constituents. The hiring manager and others who may be involved evaluate all interviewed applicants based on position description criteria and select the best qualified individual to fill the vacant position. The hiring department completes the employment recommendation section of the PeopleAdmin process for the selected candidate and routes it to the appropriate department head, division vice president, or to the president to obtain approval and signature. Once a conditional offer of hire is made, all prospective employees are subject to a background check, including a criminal history records check.

Purpose

The purpose of this policy is to ensure that individuals who join the University workforce or are promoted to positions with certain responsibilities within the University are qualified for the positions for which they have applied and have accurately presented their qualifications during the hiring process. This policy also ensures that the University is exercising reasonable care in selecting its employees to promote a safe and productive educational environment and workplace.

Scope

Loyola University Maryland conducts various background checks on initial hires, rehired employees, and internal transfers/promotions (see Definitions, Section V), whether part-time, full-time, regular, contractual, or temporary. Current employees as of the effective date of this policy are not subject to background checks unless they move (at their own initiative or the University's) into a different position within the University, requiring a new or different level of background screening. Current employees who are registered with the transportation office to operate University-owned vehicles must successfully complete the driver clearance process including all applicable background checks (refer to Policy 9.9 Motor Fleet Safety of the Staff and Administrator Policy Manual).

Procedures

For all positions, the hiring manager or his/her designee is responsible for checking professional references prior to an offer being extended. Any questions regarding whether references are satisfactory should be discussed with human resources.

All offers of employment (including internal transfers and promotions) are contingent upon complete and satisfactory findings of all applicable background checks as defined in the Step-by-Step process section of this policy. Background checks may include: social security number search, previous employers, sex offender registry, credit report, criminal records search, verification of academic credentials, driver's license and driving record check, verification of occupational and professional licenses, drug/alcohol check, physical, and healthcare sanctions check. The office of human resources coordinates the collection of all background check information with a third party vendor.

In most cases, the results of all applicable background checks should be received and evaluated before the individual begins to work. In urgent situations requiring a rapid employment action and with the approval of the human resources office or the vice president for academic affairs, an individual may begin to work pending successful completion of the background checks, provided that professional references have been checked.

Human resources, in consultation with the hiring manager and divisional vice president will determine whether the individual is suited for employment in the position for which he/she applied. If unsatisfactory results are reported, human resources is responsible for interacting with the applicant in these cases, and ensuring that the University is in compliance with the Fair Credit Reporting Act.

Determining What Level of Background Check Is Required

The assistant vice president for human resources or designee shall determine in a manner consistent with the matrix (below) what types of background checks are required for each position. Factors in making this determination include but are not limited to whether the position involves:

- Direct responsibility for the care, safety and security of people, including children and minors, or property.
- Direct access to, or control over, cash, checks, credit cards, and/or credit card account information.
- Authority to commit financial resources of the University in an amount greater than \$300.
- Responsibility for operating a University-owned vehicle.
- CDL drivers operating University-owned vehicles for the purpose of transporting students, employees and others.
- Control over campus business processes, either through functional roles or system security access.
- Access to personal identifying information about students, faculty, staff or alumni.
- Access to controlled substances.

- Possession of building master or sub-master keys for building access.
- Representing or serving the University as a licensed or accredited professional.

Matrix of Background Checks

Qualifications	Types of Checks										
	SSN	Previous Emplr.	Sex Offndr Rgstry	Educ.	Driving Record	Prof. Lisc. or Cert.	Credit	County & Nat. Crime Rgstry	Drug / Alcohol	Physical	Hlthcare Sanctions
Finance/ Budget or Procurement Card	X	X	X	X		X	X	X			
Confidential Data	X	X	X					X			
Safety	X	X	X	X	X	X		X	X	X	
CDL Drivers*	X	X	X	X	X	X		X	X	X	
Other Drivers*	X	X	X		X						
Cash/Check Handling	X	X	X				X	X			
Contact w/ Minors	X	X	X					X			
Access to Residence Halls	X	X	X					X			
Professional License or Certification Required	X	X	X	X		X		X			
Degree Required	X	X	X	X				X			
Access to Controlled Substances	X	X	X					X	X		
Teaching	X	X	X	X				X			
Healthcare Providers	X	X	X	X		X		X			X
All New hires	X	X	X	X				X			

* Any individual University driver must successfully complete the driver clearance process prior to driving a University vehicle and must comply with parking and transportation policies. CDL drivers receive all checks as required by the Federal and Maryland Departments of Transportation.

Step-By-Step Process

1. Position advertisements (postings) will contain notification to applicants that all offers are contingent upon background check results.
2. After checking references, the hiring manager will identify the candidate selected for hire, obtain the appropriate supervisory approval(s) and call Human Resources to initiate the Employment Recommendation (ER) in PeopleAdmin. The hiring manger/chair may then extend an offer contingent upon background check results. Once the candidate accepts the verbal offer, the background check is initiated and instructions are sent to the candidate via email.
3. Background verifications will be completed by the vendor and the results sent electronically to human resources.
4. If the background check reveals potentially disqualifying information, human resources along with the hiring manager/chair and the divisional vice president will consider the nature of the finding, the job for which the applicant is being considered, when the event occurred and the applicant's conduct, performance, and/or rehabilitation efforts since. When appropriate, outside counsel and other relevant experts will be consulted and human resources may contact the prospective employee for additional information. If the possibility of adverse action exists, human resources will provide the candidate a Pre-Adverse Action Notice along with a copy of the report and a notice of rights.
 1. The candidate has a period of 7 calendar days to refute disputed information with the vendor.
 2. If the candidate fails to contact the University in a timely manner to indicate that the matter has been resolved, the hiring manager may proceed with the hiring process and select another candidate.
5. If the decision is made not to hire the candidate, Human Resources will mail a Final Adverse Action Notice to the candidate explaining the reason for not hiring, along with an additional copy of the background report, notice of the individual's rights under FCRA, the contact information of the vendor, and a statement that the vendor did not take the adverse action and cannot explain why it happened.
6. All information received in the background investigation process will be maintained by human resources in confidential, secure files, separate from employee personnel files, with access allowed only to those who have a need to know.

Definitions

1. "CDL Drivers" means individuals who are required to possess a commercial driver's license for the purpose of transporting students, employees and other persons on behalf of the University or to operate University-owned vehicles that require a commercial driver's license.
2. "Criminal history check" means verifying that an individual does not have any disqualifying criminal history in every jurisdiction where candidate currently resides or has resided or has been employed for the past seven years.

3. “Educational verification” means confirming that an individual possesses all education credentials beyond high school listed on the application, resume or cover letter or other information provided that qualify the individual for the position sought.
4. “Employment verification” means confirming that an individual actually worked in the positions listed on the application, resume, or cover letter or other information provided that qualify the individual for the position sought. This verification should include dates of employment and verification of last position held for each employer.
5. “Fair Credit Reporting Act (FCRA)” applies to consumer reports issued for multiple purposes, including employment background checks performed by third parties for the purposes of hiring, promotion, retention or reassignment.
6. “Healthcare sanctions check” identifies sanctioned individuals and entities in the healthcare field. Sanctioned individuals are those who have been determined to be fraudulent in their field, and/or those individuals who have had adverse actions taken against them by the licensing boards of state governments. Reported actions may include: reprimands, probations, suspensions and revocations of provider licenses, cease and desist orders, exclusions for failure to pay student loans, Drug Enforcement Agency (DEA) violations, child support violations, professional misconduct, other similar sanctions and exclusions.
7. “Initial Hire” means any new employee who has never been employed at Loyola University Maryland.
8. “Internal Transfers/Promotions” means Loyola University Maryland employees who transfer or are promoted into different positions within the University.
9. “License and driving record verification” means confirming that an individual possesses all the driver’s licenses listed on the application, resume, or cover letter or other information provided that qualify the individual for the position sought. It also includes verifying possession of all drivers licenses required for the position, including verification of the status of such licenses. The individual’s driving record must also meet the University’s insurance carrier requirements.
10. "Operates a University vehicle" means regularly or occasionally drives a University-owned vehicle as part of one’s job duties, including employees provided with company cars, Facilities truck drivers, van operators, etc.
11. “Professional license and certification verification” means verifying the validity and accuracy of an individual's professional license or certification, disciplinary actions taken, status, date of issue, and renewal and expiration dates
12. “Rehired Employee” means any individual who previously was employed at Loyola University Maryland but who has been separated.
13. “Sex offender registry check” means verifying that an individual does not appear in the national database of persons who have been convicted of certain sex crimes. This check will cover an unlimited period.

This policy is subject to change without prior notice. This policy will be reviewed periodically and the appropriate governance bodies will be notified of significant changes.

View the www.consumerfinance.gov/learnmore site for additional information regarding consumer rights.