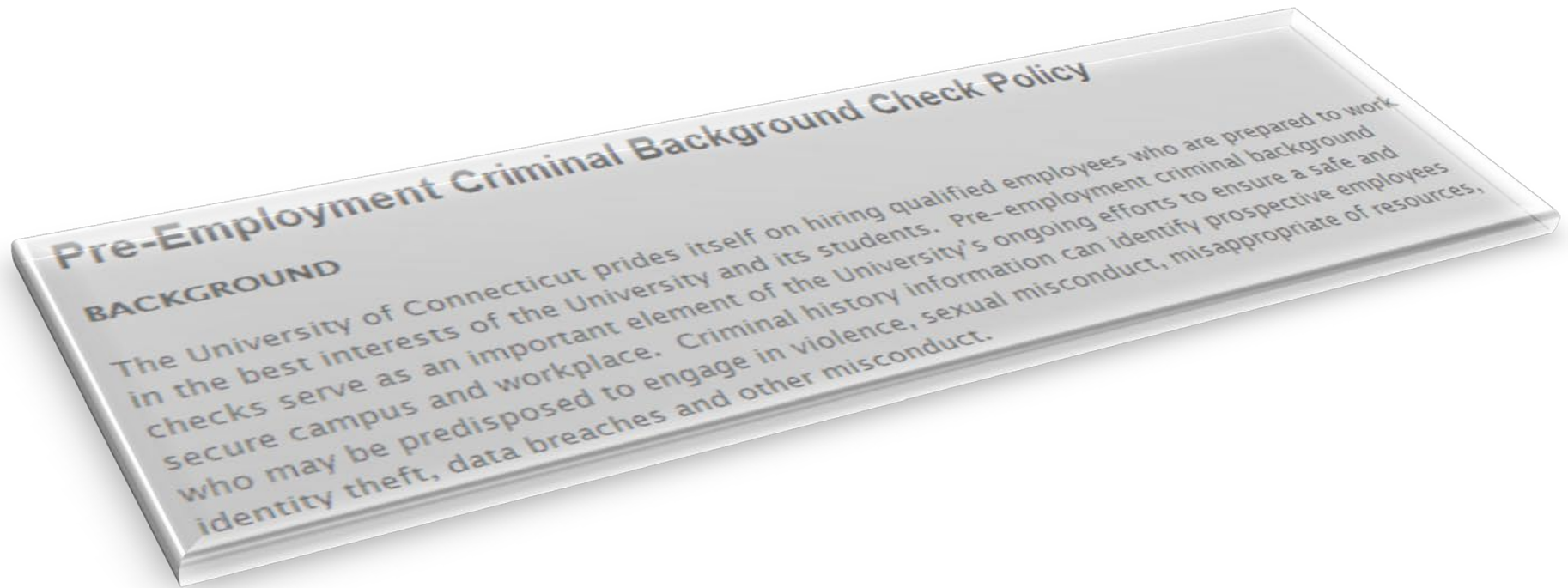




Criminal Background Checks

Pre-Employment Criminal Background Check Program



Pre-Employment Criminal Background Check Policy

BACKGROUND

The University of Connecticut prides itself on hiring qualified employees who are prepared to work in the best interests of the University and its students. Pre-employment criminal background checks serve as an important element of the University's ongoing efforts to ensure a safe and secure campus and workplace. Criminal history information can identify prospective employees who may be predisposed to engage in violence, sexual misconduct, misappropriation of resources, identity theft, data breaches and other misconduct.

Why Conduct Criminal Background Checks?

- Serves as an important element of the University's efforts to ensure a safe and secure campus and workplace.
- Criminal history information can identify perspective employees who may be predisposed in violence, sexual misconduct, and misuse of resources, identity theft, data breach, and other misconduct.
- Reduce risk of negligent hiring claims.
- Enhance public confidence in University hiring practices

What does a Criminal Background Check Verify?

- Social Security Number Verification and Past Address Trace
- Criminal History
- Sex Offender Registry

Who is Subject to a Criminal Background Check?

- All full-time and part-time final candidates for employment in faculty, professional, and classified positions
- All individuals selected for temporary appointments as Adjunct Faculty, Special Payroll Lecturers, and Instructional Specialists, Academic Specialists and Academic Technicians that are not dually employed at the University
- Other special payroll appointments if the position is directly involved in teaching or advising; or deemed to be a position of trust (e.g., working with minors)

Time and Cost of Criminal Background Checks

- Average cost is between \$85 - \$100
- Average time to receive results is 48 – 72 hours

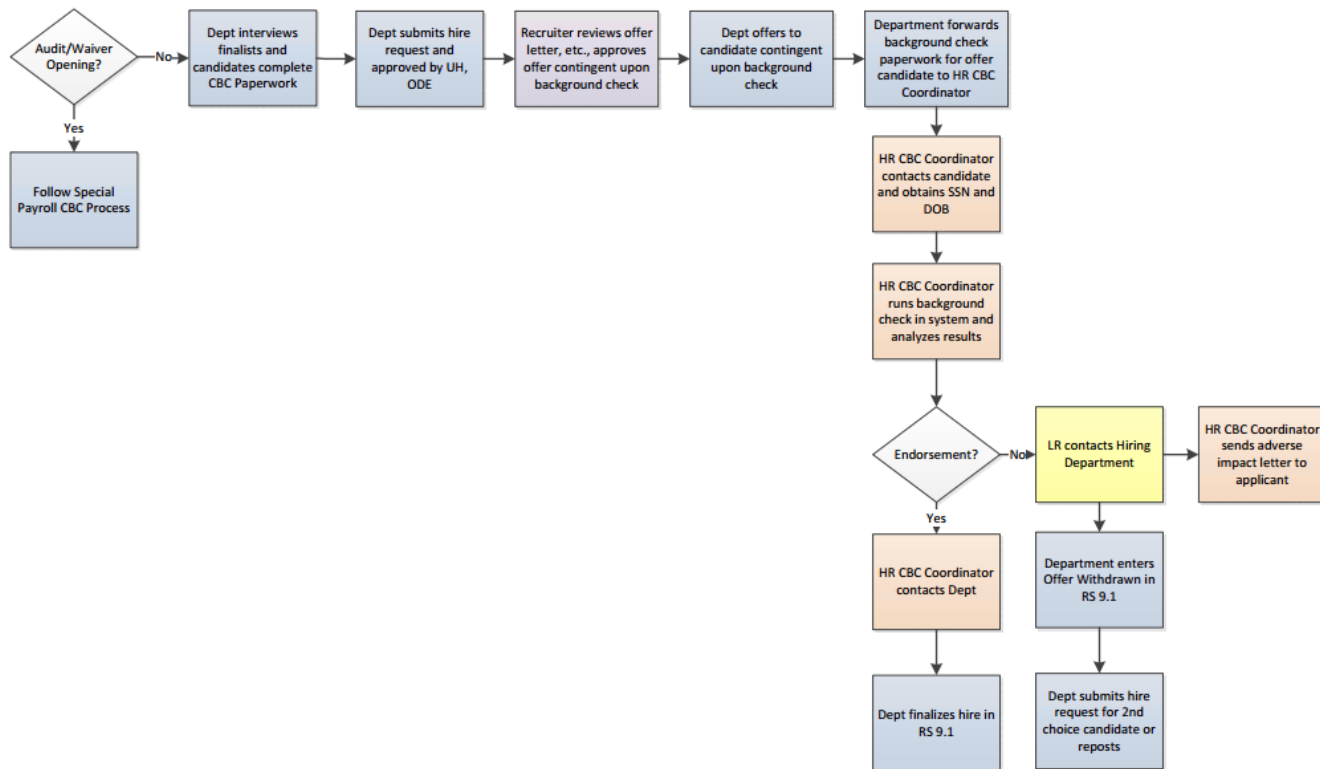
Authorization and Confidentiality of Criminal Background Checks

- Final candidates **MUST** complete and sign all authorization and consent forms.
- Failure to provide consent or the required information will result in the withdrawal of any offer of employment.
- Criminal background check results are confidential and will be maintained in confidential files in Human Resources.

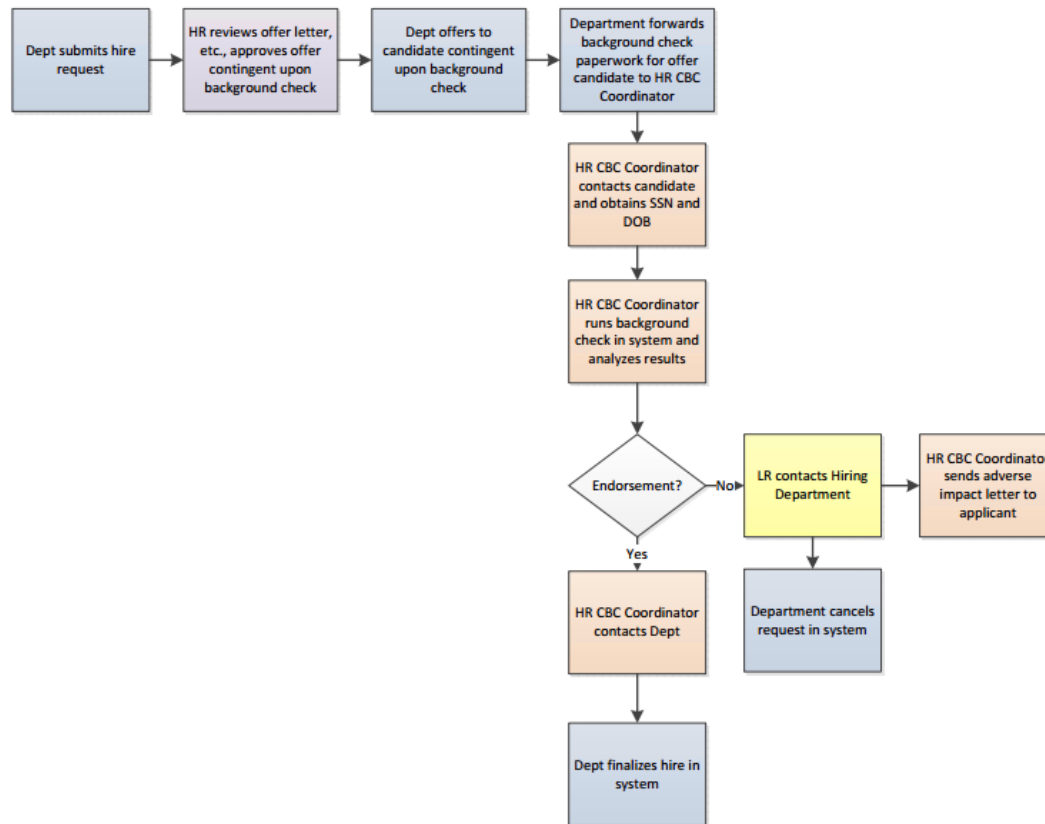
Criminal Convictions

- Previous criminal convictions do not automatically disqualify a candidate for employment. Eligibility depends on, but may not be limited to, the following:
 - The nature of the offense and its relationship to the position
 - The degree to which the applicant has been rehabilitated
 - The length of time that has elapsed since conviction

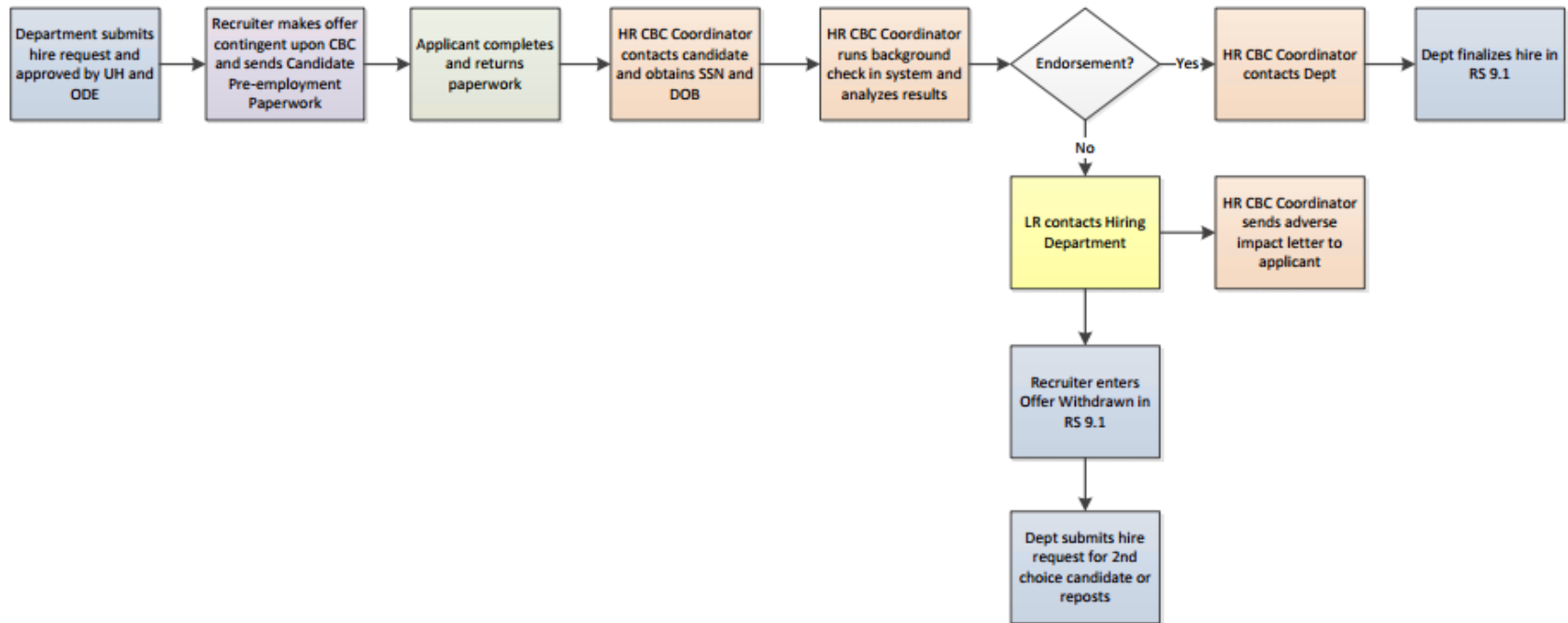
Criminal Background Check Process – Unclassified Job Openings (Full Searches)



Criminal Background Check Process – Search Audit Waivers & Special Payroll



Criminal Background Check Process – Classified Job Openings





Questions?