

**OFFICE OF ADMINISTRATION & FINANCE
ADMINISTRATIVE MEMORANDUM**



DATE: February 1, 2009

NUMBER: HR - 56

TITLE: Pre-employment Background Check

PURPOSE:

A primary responsibility of East Stroudsburg University is to provide a safe and productive environment in which students, employees and visitors can learn and work. To this end, the University will attempt to obtain certain background information about all appointees to university positions. The purpose of this policy is to ensure that appropriate information about an appointees' education, employment history, and history of criminal convictions is considered prior to the start of employment. It is a further goal of this policy to ensure that the best qualified applicants are selected for University appointments and to avoid employing individuals who may pose a threat to students, co-workers, visitors or University property.

SCOPE:

This policy applies to all newly hired employees of East Stroudsburg University but does not apply to student employees hired via East Stroudsburg University's Student Payroll. This policy does not replace or change specific background verification processes already in place for Police and other Public Safety employees. This policy does not apply to temporary Camps and Conference employees. Temporary employees of Camps and Conferences will be required to provide appropriate criminal history reports as required under Pennsylvania Law (i.e. Act 34).

OBJECTIVE:

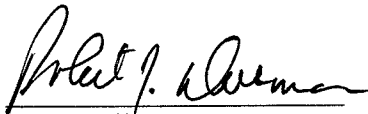
To establish a process for verifying information provided by applicants for employment including employment history, educational attainment, criminal history and related information such as confirmation of a professional license or records of garnishment where bonding is a prerequisite to hiring.

GUIDELINES AND PROCEDURES:

The following is a step-by-step guide to East Stroudsburg University of Pennsylvania's background check process. It is essential that all those involved in the hiring process be familiar with the details of these procedures as appropriate.

1. All applicants must complete the *East Stroudsburg University Employment Application* which is located at:
http://www4.esu.edu/aboutesu/employment/pdf/employment_application.pdf.
2. An Information and Consent Form will be provided to interviewed applicants to complete, sign, and return to the Office of Human Resources or Faculty Search and Recruitment Office.

3. Appointees must be informed that a background check is completed before employment can begin.
4. Once a candidate is selected for appointment and the Information and Consent Form is received, the Office of Human Resources or Faculty Search and Recruitment Office notifies the designated third-party vendor to initiate the background check. The vendor then notifies the Director of Human Resources of the results when the check is completed. Information obtained is kept confidential by the vendor and the University.
5. When there are no questionable results from the background check, the Director of Human Resources or Faculty Search and Recruitment Office notifies the appropriate administrative superior by email. If any questionable information is received, the Director of Human Resources contacts the appropriate administrative superior for discussion. Appointees are also informed by the Director of Human Resources if there are questionable results and provided an opportunity for reply or explanation prior to any possible withdraw of the employment offer.
6. A background check is conducted prior to the start of re-employment. If employment had ceased for any reason, and the employee is rehired; a subsequent background check will be conducted if the break in employment is greater than 6 months (or one semester in the case of temporary faculty).
7. Nothing herein is intended to contradict or lessen application of federal or state laws or regulations, or to restrict departments from initiating expanded or more extensive checking activities in appropriate circumstances in the opinion of the employing department.
8. Please contact the Office of Human Resources at (570) 422-3422 for assistance with this program.


Robert Dillman
President

Date: 3/16/09