

## **Administrative Procedure**

### **Suffolk County Community College**

#### **Procedures for Background Checks**

Suffolk County Community College is committed to providing a safe and secure environment for its students, employees and guests. Therefore, the College will conduct pre-employment background checks of individuals who have received a bona fide pending offer of employment. These background checks will be conducted through a third-party vendor.

If deemed relevant to the position for which an applicant is being considered, the College may also elect to request a credit report through a third-party vendor.

All background checks will be administered through the Office of Human Resources under the direction of the Assistant Vice President of Employee Resources or his/her designee.

#### **Procedures for Background Checks**

1. The Office of Human Resources will be notified to conduct the background check by the administrator authorized by the President or his/her designee to proceed with the offer of employment providing that all paperwork is completed with required signatures as outlined in the hiring process.
2. The administrator will provide the Assistant Vice President of Employee Resources or his/her designee the candidate's contact information (phone number and email address).
3. The Office of Human Resources will send an email to the candidate with the background check release form provided by the contracted background check vendor; the contracted vendor will be copied in the email sent to the candidate.
4. The candidate will be informed that they have three (3) days to return/submit the background check release form.
5. The contracted background check vendor will return the report results to the Assistant Vice President for Employee Resources or his/her designee.
6. The AVP for Employees Resources will review the report for employability as prescribed in the *Policy on Background Checks*.

7. Background check report findings void of issues as delineated in the ***Policy on Background Checks*** will be given clearance for hire; HR will contact the administrator of the candidate's clearance.
8. HR will contact the candidate to schedule the pre-employment intake meeting.
9. Background check report findings yielding unsatisfactory results as determined by the Assistant Vice President for Employee Resources adhering to the ***Policy on Background Checks*** will be discussed with the College's General Counsel or his/her designee.
10. A decision not to hire will be administered through the Office of Human Resources; the approved College letter will be sent to the candidate. The administrator requesting the hire will be notified by HR.

**The decision not to proceed with a candidate must not to be discussed by any individual(s) other than the Assistant Vice President for Employee Resources or the College's General Counsel.**

**Approved by Executive Council – June 14, 2011**