



Policy: Pre-Employment Screening & Post-Hire Disclosure	Policy Number: I-1.6
Policy Owner(s): Human Resources	Original Date: 7/26/2016
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- I. **POLICY:** John Carroll University will conduct pre-employment screenings including a criminal background check for all final candidates selected for employment. This policy shall apply, without limitation, to all final candidates for full-time and part-time faculty and staff positions to be eligible for employment at the University. In addition, all current employees are obligated to notify the Human Resources Department of any criminal conviction or pending criminal charge while employed at the University.
- II. **PURPOSE:** The University is committed to protecting the health and safety of all students, employees and visitors on our campus by conducting pre-employment criminal background checks and other pre-employment screenings on all final candidates and requiring employees to disclose criminal convictions and pending charges.
- III. **SCOPE:** All John Carroll University Employees

IV. **DEFINITIONS:**

Criminal Conviction:

means: (1) all criminal convictions and pleas of guilty or no contest before a court, jury or referee that are acknowledgements of or acquiescence to criminal responsibility; (2) registration as a convicted sex offender with any governmental authority as a result of any prior conviction for a sex offense; and/or (3) any convictions or pleas of guilty or no contest that are acknowledgments of criminal responsibility subject to the jurisdiction of a military court.

Pending Criminal Charge:

any criminal charge or indictment: (1) before a court, grand jury or other judicial body that alleges criminal responsibility; (2) that, if convicted of the charge, could result in the requirement to be registered as a sex offender with any governmental authority as a result of a conviction for a sex offense; and/or (3) that alleges criminal responsibility subject to the jurisdiction of a military court.

Criminal convictions or pending criminal charges related to routine traffic-related infractions (e.g., speeding, unsafe movement, improper equipment) are not required to be reported under this policy unless driving is a part of assigned or required job duties of the position. In these circumstances, the employee must report any traffic-related conviction or charge under the provisions of this policy.

V. PROCEDURES:

- A. Pre-employment screenings including criminal background checks will be performed once a final candidate has been identified for employment.
- B. All final candidates for employment will be required to provide a written release to authorize a pre-employment screening using the authorized University form.
- C. It is a condition of employment that all final candidates submit to the required pre-employment screening procedures.
- D. All verbal employment offers will be conditional upon successful completion of all appropriate pre-employment screenings.
- E. All written employment offers will be extended only after the review and successful completion of all required pre-employment screenings.
- F. Results of pre-employment screenings will be reviewed by the Human Resources Department in conjunction with the hiring manager and other appropriate University administrators.
- G. Human Resources, in consultation with the hiring manager and other appropriate University administrators, will determine whether any information on the pre-employment screening results would preclude the candidate from being employed.

O. The Human Resources Department shall maintain records regarding pre-employment screenings, including criminal background checks, in as confidential a manner as possible.

VI. CROSS REFERENCES:

Employment-At-Will Policy

Employee Records and Information Policy

Employment Verification Policy

Hiring Policy

Minors on Campus Policy

University Vehicles Policy