



## BACKGROUND CHECK PROCEDURES

The following procedures are associated with the Colorado State University Pueblo Background Check Policy. The University has implemented the background check policy as a necessary step toward ensuring the continued safety of our students, employees, and campus visitors. These procedures apply to all employees, certain volunteers, and student employees in positions that involve cash or payment handling, working with vulnerable populations, or access to sensitive information. The Office of Human Resources and Institutional Equity (HRIE) is responsible for conducting background checks.

The pre-employment background check is a critical step in the hiring process that must be completed and approved before the final applicant can begin working or a non-employee can begin volunteering. Final applicants for hire consent to a background check upon signing their offer letter or Request for Non-Student Hourly Employee. Volunteers consent to a background check upon signing their Non-Paid Services Application/Agreement.

Background checks are required for:

- Final applicants (candidates extended conditional offers of employment); volunteers who interact with students and/or minors, conduct on-campus research, or have access to controlled substances or sensitive materials/information;
- Existing employees changing positions that add sensitive conditions or driving (MVR check only) their duties;
- Rehired employees with more than 12 months' break in service—sabbatical, parental, military, and other University-approved leaves do not constitute a break in service;
- Student workers who meet any of the aforementioned sensitive conditions of employment.

Background checks are not required for:

- Rehired employees with less than 12 months' break in service;
- Minors;
- Existing employees moving to a new position with no change in sensitive conditions or for which driving is not required.

Background checks include national, state, and county criminal history and sex offender records, as well as Social Security number verification. Nation-wide motor vehicle records checks are conducted for positions that require a valid driver's license, require the employee to drive as a regular part of their job responsibilities, or require use of a University-owned/leased vehicle for the purpose of conducting University business.

When background checks are requested by HRIE, HireRight invitations will be sent by text message and/or email to the final applicant/existing employee/volunteer generally within 24 hours of written acceptance of the job offer (signed offer letter or Request for Non-Student Hourly Employee) or Non-Paid Services Application/Agreement. Final applicants/existing employees/volunteers may refer to the attached HireRight Background Check Process for steps to complete their background check. Applicants/existing employees/volunteers may request a copy of their background report when they submit their personal and self-report information to HireRight.

The University will cover the cost of employment-related background checks. Temporary camp, recreation, and club sports worker background checks will be billed to the department requesting the screening.

### **Successful Completion/Approval of Background Check**

Upon successful completion and approval of a requested background check, the final applicant/existing employee/volunteer and the position supervisor noted on the offer letter, Request for Non-Student Hourly Employee, or Non-Paid Services Application/Agreement will be notified by email.

### **Discrepancies in Background Check**

If information is revealed in a report resulting from a background check that could potentially result in an adverse employment decision, HRIE will take the following steps:

1. **Pre-Adverse Action Notice:** HRIE will notify the final applicant/existing employee/volunteer that negative information was revealed during the background check process that may impact the employment decision and will provide a copy of the supporting report to the candidate or employee, along with a copy of "[A Summary of Your Rights Under the Fair Credit Reporting Act.](#)" The final applicant/existing employee/volunteer will have five days to challenge the information provided in the report and take steps to correct inaccuracies or provide explanation.
2. **Decision Stay:** A final employment decision shall not be made until new information provided by the final applicant/existing employee/volunteer has been considered or such time that the candidate or employee fails to respond as required. HRIE will conduct a review of the background check report and any information provided by the final applicant/existing employee/volunteer pursuant with the Background Checks for Employment Purposes Policy.
3. **Adverse Action Notice:** If, after considering any applicant/existing employee/volunteer response, HRIE determines that the negative information revealed results in an adverse employment decision, a second written notification will be sent to the candidate or employee. This notice shall include the following:
  - a. The name, address, and phone number of the vendor consumer report agency (CRA) that supplied the report;
  - b. A statement that the CRA supplying the report did not make the decision to take the adverse action and cannot give specific reasons for it; and
  - c. A notice of the individual's right to dispute the accuracy or completeness of any information the CRA furnished, and their right to an additional free consumer report upon request within 60 days and to dispute with the CRA the accuracy or completeness of any information in the consumer report.

HRIE will maintain background reports in a confidential file. Background check reports are subject to the State's records retention requirements. Background check reports shall only be released upon specific authorization by the applicant/existing employee/volunteer or the University's Office of General Counsel.

### **Self-reporting Requirement**

1. Employees are required to inform their supervisor within 72 hours, if at any time during their employment, or during any break in service, they are arrested, charged with a crime and/or pled guilty or are found guilty of a crime under state or federal law.

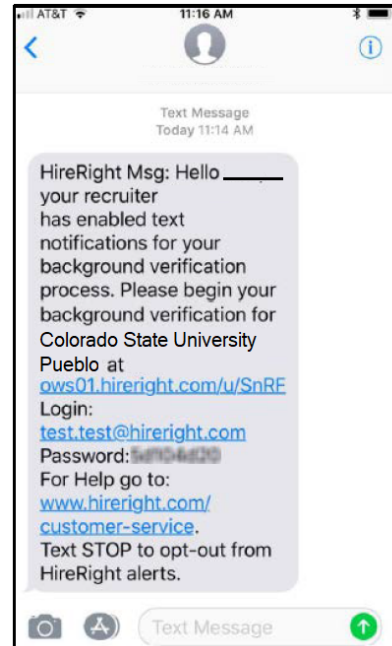
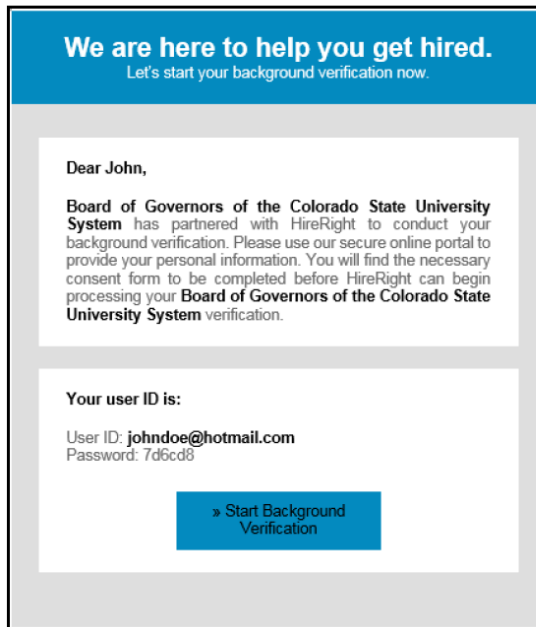
2. The supervisor must notify HRIE immediately. If HRIE determines the conviction is reasonably related to the employee's ability to carry out the duties or functions of their position, or will have a negative impact on the University in any manner, then the employee may be subject to discipline, up to and including termination and/or additional background checks and rechecks at periodic intervals. Failure to report such incidents may result in disciplinary action up to and including termination.

Employees subject to motor vehicle checks must report any suspension, revocation, cancellation, or expiration of their driver's license to their supervisor. If the occurrence is the subject of a legal or administrative proceeding, and the employee has the legal right to continue to work and to operate a motor vehicle while the action or proceeding is pending, then the report shall be made upon final disposition of the action or proceeding. Such convictions may subject the employee to discipline, up to and including termination, and/or more frequent motor vehicle checks. Failure to report such incidents may result in disciplinary action up to and including termination.

- Any employees or volunteers who self-report a drug and/or alcohol conviction and who are required to drive for their position will be immediately removed from any driving responsibilities.
- Hiring Authorities or supervisors notified by an employee of a post-employment criminal conviction, suspension or revocation of their driver's license, even if temporary, have an obligation to report the information to HRIE.

## HireRight Background Check Process

1. The final applicant/volunteer/existing employee receives a text message/email with the link to complete the background check along with a username and temporary password.



2. After the final applicant/volunteer/existing employee signs in using their temporary password, they are prompted to create their own password, update their notification settings, and click "next" to advance to the background check.

The image shows a web form for account setup. The title is "A warm welcome from HireRight." and the subtitle is "Let's set up your account. All fields below are required." The form is divided into two main sections. The first section is "Password" and contains two input fields: "Enter Password" and "Confirm Password". Below the "Enter Password" field, there are three green checkmarks indicating password requirements: "1 Upper case letter", "1 Number", and "more than 7 characters". Below the "Confirm Password" field, there is a green checkmark indicating "Passwords match." The second section is "Text Notifications" and contains a question: "Would you like to subscribe to text messages for notifications and password resets?". There are two radio buttons: "Yes" and "No". Below the "Yes" radio button, there is a line of text: "I acknowledge and agree that I may receive texts for notifications and password resets, and that standard data and text charges may apply." Below the "No" radio button, there is a line of text: "I would like to receive emails only for notifications and password resets." At the bottom of the form, there is a blue button that says "Next".

- The final applicant/volunteer/or existing employee fills in their personal information and clicks “next”. **(Note: foreign nationals who do not have a social security number will enter 888-88-8888.)**

**Personal Information**  
Providing your information as completely and accurately as possible will help speed up the completion of your background check.

**Name**

First Name \*  
John

Middle Name \*  
J

I certify that I do not have a middle name

Last Name \*  
Doe

Suffix  
None

I certify this is my legal name \*

Other First Name \*  
Other Last Name \*

+ Add past legal name

**Current Mailing Address and Contact Information**

Country \*  
USA

Street Address \*  
City \*  
State or Territory \*  
Colorado

ZIP Code \*  
When did you start living at this address?  
Month: December, Year: 2018

Phone \*  
+1 ext.

+ Add phone number

E-mail \*  
?

**Identification**

Date of Birth \*  
Day: 17, Month: May, Year: 1909

Re-enter Date of Birth \*  
Day: 17, Month: May, Year: 1909

USA Social Security Number (SSN) \*  
Re-enter USA SSN \*

Gender \*  
 Male  Female

← PREVIOUS Save NEXT

- The final applicant/volunteer/existing employee clicks “yes” to self-report information or “no” to advance to the next step, and then clicks “next”.

Progress

**Candidate Self-Reported Information**

Have you ever been convicted of an offense against the law (including any conviction for driving under the influence) other than a minor traffic violation? Do not disclose any conviction for which the records have been sealed, expunged or subject to deferred judgment/sentence. If you are applying for a position located in either California or Massachusetts, please click on the appropriate link below for additional items of non-disclosure. For purposes of this disclosure, "conviction" includes a guilty verdict, a guilty plea or a Nolo Contendere (No Contest) plea. \*

Yes  No

Before answering this question, please review closely the following state disclosures which, if they apply to you, may limit the types of records that you should disclose here.

[Click here to read if you are a California candidate](#)  
[Click here to read if you are a Massachusetts candidate](#)

← PREVIOUS Save NEXT

- If a motor vehicle record was ordered, the final applicant/volunteer/existing employee enters their driver's license information and clicks "next".

**Motor Vehicle Record**

**Driver License Details**  Not Applicable

Issuing Country \*  
USA

Issuing State or Territory \*  
Colorado

Driver License Number \* ?  
123456789

Driver License First Name \*  
John

Driver License Middle Name \*  
J

Driver License Last Name \*  
Doe

Use Provided Name

← PREVIOUS Save NEXT →

- The final applicant/volunteer/existing employee reviews their information to ensure everything is entered correctly and clicks "next".

**Review Your Information**

**Personal Information**

**Name**

First Name John

Middle Name J

I certify that I do not have a middle name

Last Name Doe

Suffix

I certify this is my legal name

Other First Name

Other Last Name

**Current Mailing Address and Contact Information**

Country USA

Street Address

City

State or Territory

ZIP Code

When did you start living at this address?

Phone

E-mail

**Identification**

Date of Birth \*\*\_\*\*\_\*\*\*\*

Re-enter Date of Birth \*\*\_\*\*\_\*\*\*\*

USA Social Security Number (SSN) \*\*\*-\*\*-\*\*\*\*

Re-enter USA SSN \*\*\*-\*\*-\*\*\*\*

Gender Male

**Candidate Self-Reported Information**

Have you ever been convicted of an offense against the law (including any conviction for driving under the influence) other than a minor traffic violation? Do not disclose any conviction for which the records have been sealed, expunged or subject to deferred judgment/sentence. If you are applying for a position located in either California or Massachusetts, please click on the appropriate link below for additional items of non-disclosure. For purposes of this disclosure, "conviction" includes a guilty verdict, a guilty plea or a Nolo Contendere (No Contest) plea.

No

**Motor Vehicle Record**

**Driver License Details**

Issuing Country USA

Issuing State or Territory Colorado

Driver License Number \*\*\*\*\*6789

Driver License First Name John

Driver License Middle Name J

Driver License Last Name Doe

Use Provided Name

← PREVIOUS Save NEXT →

- The final applicant/volunteer/existing employee provides an electronic signature to initiate the background check. Both boxes must be checked (under the signature box) in order to proceed.

**Screening Disclosure and Authorization**  
DISCLOSURE AND AUTHORIZATION REGARDING BACKGROUND INVESTIGATION FOR EMPLOYMENT PURPOSES

Disclosure

Board of Governors of the Colorado State University System (the "Company") may request from a consumer reporting agency and for employment-related purposes, a "consumer report(s)" (commonly known as "background reports") containing background information about you in connection with your employment, or application for employment, or engagement for services (including independent contractor or volunteer assignments, as applicable).

HireRight, LLC ("HireRight") will prepare or assemble the background reports for the Company. HireRight is located and can be contacted at 3349 Michelson Drive, Suite 150, Irvine, CA 92612, (800) 400-2761, [www.hireright.com](http://www.hireright.com).

The background report(s) may contain information concerning your character, general reputation, personal characteristics, mode of living, or credit standing. The types of background information that may be obtained include, but are not limited to: criminal history; litigation history; motor vehicle record and accident history; social security number verification; address and alias history; credit history; verification of your education, employment and earnings history; professional licensing, credential and certification checks; drug/alcohol testing results and history; military service; and other information.

Authorization

I hereby authorize Company to obtain the consumer reports described above about me.

[Print unsigned document](#)


**Electronic Signature**  
Full Name: \*

E-Mail Address: \*

Last 4 digits of SSN: \*

HireRight sends a copy of the signed document to the e-mail address above. Please ensure the address is correct.

**Hold down left mouse button and draw your signature below**



[Clear](#)

I certify I am the person identified above, and I understand that clicking "I Accept" below constitutes my electronic signature to the agreement above. \*

I understand that I am using electronic means to sign this agreement. I have reviewed the following [electronic signature disclosure](#), and I consent to signing this agreement electronically and receiving electronic disclosures as described. \*

[Click here to get Adobe Reader](#)

- The final applicant/volunteer/existing employee reads/reviews the Acknowledgement & Authorization and any relevant state law notices.

Progress  

**Other Disclosures and Authorizations**

OTHER DISCLOSURES, ACKNOWLEDGMENTS & AUTHORIZATIONS REGARDING BACKGROUND INVESTIGATION FOR EMPLOYMENT PURPOSES  
Disclosures

Investigative Consumer Report:

Board of Governors of the Colorado State University System (the "Company") may request an investigative consumer report about you from HireRight, LLC ("HireRight"), a consumer reporting agency, in connection with your employment, or application for employment, or engagement for services (including independent contractor or volunteer assignments, as applicable). An "investigative consumer report" is a background report that includes information from personal interviews (except in California, where that term includes background reports with or without information obtained from personal interviews), the most common form of which is checking personal or professional references through personal interviews with sources such as your former employers and associates, and other information sources. The investigative consumer report may contain information concerning your character, general reputation, personal characteristics, mode of living, or credit standing. You may request more information about the nature and scope of an investigative consumer report, if any, by contacting the Company.

9. The final applicant/volunteer/existing employee provides another e-signature, checks consent boxes, and clicks “accept & submit”.

[Print unsigned document](#)

For additional information, refer to:  
[A Summary of Your Rights Under the Federal Fair Credit Reporting Act](#)  
[California Disclosure & Summary of Rights \(CA applicants only\)](#)  
[New York Correction Law Article 23-A \(NY applicants only\)](#)  
[San Francisco Fair Chance Ordinance Official Notice \(San Francisco applicants only\)](#)

I have read additional disclosures provided above. \*

**Electronic Signature**  
Full Name: \*  
  
E-Mail Address: \*  
  
Last 4 digits of SSN: \*

HireRight sends a copy of the signed document to the e-mail address above. Please ensure the address is correct.

**Hold down left mouse button and draw your signature below**



[Clear](#)

I certify I am the person identified above, and I understand that clicking "I Accept" below constitutes my electronic signature to the agreement above. \*

I understand that I am using electronic means to sign this agreement. I have reviewed the following [electronic signature disclosure](#), and I consent to signing this agreement electronically and receiving electronic disclosures as described. \*

[Click here to get Adobe Reader](#)

[← PREVIOUS](#)      [Decline](#)      [ACCEPT & SUBMIT](#)

10. The final applicant/volunteer/existing employee receives a confirmation page after clicking “accept & submit” to let them know they have completed the process.


Thank you for your information!  
**Your request ID:**  
This completes phase 1 of your background verification.

HireRight estimates that your background report will be completed in 23 hours - 4 business days and made available to Board of Governors of the Colorado State University System between Jan 10, 2019 and Jan 14, 2019.

Please note that this is only an estimate based on historical completion times for the screening package ordered, and your report may take longer to complete, particularly if it includes non-U.S. searches. Also, Board of Governors of the Colorado State University System company may need additional time to review your report and make any decisions.

The range provided for Turnaround Time (TAT) is based on historical data. Actual completion time may vary and is dependent upon external sources. It can vary due to unexpected delays. The range does not include time for manual review of the report. Please find more FAQs [here](#).

Form                      Verification                      Report & Review



This is your Applicant Center.  
Here you can [track the progress](#) of your report and communicate with HireRight.