

Background Check Procedure

Summary

The University of Central Florida (UCF) believes that hiring the most qualified individuals to fill regular positions contributes to the overall strategic success of the university. Background checks serve as an important part of the selection process at UCF. This type of information is collected as a means of promoting a safe environment for students, the public, and employees. By performing background checks, the university obtains additional applicant related information that helps determine the applicant's overall employability, and improves the protection of intellectual property.

PROCEDURE:

Background Checks

UCF utilizes a third party agency to conduct background checks. The type of information that can be collected by this agency includes, but is not limited to the following: an individual's past employment, education, character, finances, criminal history, etc. This process is conducted to verify the accuracy of the information provided by the applicant.

UCF will ensure that background checks are conducted in compliance with federal and state statutes, such as the Fair Credit Reporting Act. For example, the Americans with Disabilities Act prohibits organizations from collecting information that is not job-related from previous employers or other sources. Therefore, information will be collected pertaining to the quality and quantity of work performed by the applicant, education, and other factors that can impact the workplace.

UCF will make inquiries regarding criminal records during the pre-employment stage. However, in accordance with Title VII of the Civil Rights Act of 1964, this information cannot be used as a basis for denying employment, unless it is determined to be due to job-related issues or business necessity. Falsification of any record(s) provided during the application process can be grounds for immediate termination and negate any future opportunity for employment with the University of Central Florida.

UCF will collect information on applicants consistent with the guidelines set forth by the Federal Credit Reporting Act (FCRA). The Fair Credit Reporting Act requires organizations to obtain a candidate's written authorization before obtaining a credit report. When doing this, the university will:

- Certify to the consumer-reporting agency that the employer is in compliance with the FCRA and will not misuse the information it receives.

- Disclose to the applicant or employee, on a separate form, its plans to obtain a consumer or investigative consumer report and that the information received will be used solely for employment purposes.
- Inform the individual of his or her right to request additional information on the nature of the report and the means through which such information may be obtained.
- Provide the individual with a summary of his or her rights under the FCRA.

If the results of the background check are negative, the organization must inform the applicant that it plans on taking adverse action, provide the applicant with a Statement of Consumer Rights from the FTC before adverse action, provide the applicant the opportunity to review a copy of their report, and advise the applicant of their rights to dispute inaccurate information. Applicants will be granted reasonable time to contest the information (approximately 3-5 days).

RECORDKEEPING:

Human Resources will maintain a record that will include the position applied for, the candidate's name, completed online application as well as background checks for final selected candidates.