

Quick Reference Guide on Background Check

(OPS Undergraduate Students, Volunteers, Work Study Students & Employees Hired Via Temporary Agencies)

Background checks **must** be completed by Human Resources for all new hires and rehires that have been off the university payroll for a year or more.

In an effort to expedite our hiring process, the option of a contingent hire is available in lieu of waiting for the results of a background check. A **contingent hire** allows the department to hire the candidate while background check results are being processed. In some cases, the department has an urgent need to fill a position quickly, or the candidate has lived in several states, or has a name change, thus extending the amount of time required to conduct the background check. In these situations, the department may elect to process a **contingent hire**. When designated as such, the department can move forward with the hire, awaiting the results of the background check. Departments would agree that if the background check results eventually indicate an issue which would typically disqualify a hire, the department must immediately terminate the employee.

If the **contingent hire** option is not selected as listed above, each hire will be processed as a **regular hire**. **Regular hires** mean the department will wait for notification from Recruitment, pending the results of a successful background check.

Here are the quick steps for hiring departments on requesting background checks:

- Hiring departments must initiate the background check request by submitting a signed copy of the Applicant Affirmation to Recruitment via email to: employment@ucf.edu or fax to 407.823.1095. (**Please Note:** Missing information will lead to delays and background checks not being processed.)
- Recruitment will then provide your candidate the instructions via email on providing his/her confidential information via a secured website for the background check.
- After the candidate has provided his/her information, the background check will be processed. Once the background check is submitted to our vendor, a 'submission' email will be sent out to the hiring department requested a **contingent hire**. For a **regular hire** request, a 'clearance for employment' email will be sent to the hiring department if Recruitment receives a background check with no record of criminal charges.

If the background check yields a record of charges, Recruitment will contact the hiring department to recommend the next course of action and your candidate will also be notified on the findings of the background check results.

Notes:

Hiring departments are encouraged to contact Recruitment for an update if the processing time for the background check request submitted has exceeded four business days. Recruitment will then review and approve the contingent hire option if requested by the hiring departments.

It is the department's responsibility to ensure that if they elect the *contingent hire* option that it does not contradict any federal or state requirements under certain legislation, grants or contracts.