

THE UNIVERSITY OF ARIZONA®

Memorandum

July 27, 2006

To: University Campus Community

From: Leslie D. Porter, Director, Benefits and Employment Advising,
Human Resources Department

RE: Revised Pre-Employment Screening Policy

This Pre-Employment Screening Policy, originally adopted in March of 2005, has been revised to comply with Arizona Revised Statute 15-1649 and ABOR policy 6-709, which require criminal background checks for all finalists – including fingerprint checks for finalists for security and safety-sensitive positions and finalists who have been convicted of a felony.

Finalist means any person in the group of individuals actually submitted to the hiring official for selection as a new hire or any employee of the University who seeks a transfer, a reclassification, or a reassignment to a security or safety-sensitive position.

Beginning August 1, Human Resources will coordinate all criminal background and MVD checks and reports. Departments will continue to be responsible for conducting verification of academic credentials, licenses, certifications and work history. Some University positions currently require drug and physical checks and these requirements will not change.

In conjunction with this policy change, revised versions of Appointed Personnel Offer Letter templates are now available on the Human Resources webpage at <http://www.hr.arizona.edu/forms.php#offer>. Classified Staff Offer Letter templates will be introduced shortly. In the meantime, the Notification of Policies Form has been revised to include language regarding pre-employment and criminal background checking requirements.

To arrange criminal background checks on finalists with hire dates on or after August 1, 2006, the “Selected for Interview” status must be changed to “Offer Accepted-Initiate Background Check” in the Career Track System. The finalist will be instructed by email or phone to complete the Consent and Disclosure form available at <http://www.hr.arizona.edu/forms.php#preemp> and to mail or fax the completed form to Human Resources.

The charge for name-based and fingerprint-based checks is \$58. Human Resources will issue an invoice to the hiring department that can be paid using the University’s interdepartmental billing process.

Revised guidelines and procedures will be available August 1, 2006 at <http://www.hr.arizona.edu> to assist you with your pre-employment screening and reference checking activities. Information will also be available regarding upcoming pre-employment screening information workshops. Departments are encouraged to work with their assigned Human Resources Employment Advisor at the time of recruitment to identify pre-employment screening and criminal background checking requirements.