

BACKGROUND CHECK AND

The hiring authority is accountable for the personnel actions occurring within a department, college, school, unit, or institute.

- M. License means a verification by a government agency that a professional is able to perform a particular occupation in a particular location.
- N. Motor Vehicle Check means the process of gathering and reviewing motor vehicle and/or driver's license records or information, including motor vehicle records from any state where the individual has resided.
- O. Official Transcript refers to the certified record of a student throughout a course of study having full enrollment history at an educational school, including all courses attempted, grades earned, and awards conferred.
- P. Pre-Employment Physical Exam means the collection of medical exams to evaluate if a person is fit for duty.
- Q. Reference Check means the process of contacting individuals directly or through a third party vendor, including current and former employers, companies, and educational institutions.

- c. HR Analysts are responsible for submitting results to the hiring authority for review. The hiring authority is responsible for reviewing results and documenting the legitimate, nondiscriminatory reasons to support the hiring decision. The hiring authority is responsible for submitting results to the campus HRM office only when the results reveal information, which may affect the hiring decision.

3. Assessment of Social Media Check Information

- a. The campus HRM office is responsible for assessing results contained within a social media check submitted by the hiring authority.
- b. Findings will be taken into account when reviewing a final candidate's social media history. The university will assess the nature, gravity, and relevancy of the findings and notify the hiring department if the candidate can be considered for employment.

4. Social Media Check Records

- a. Social media check documentation must not be stored in an employee's personnel file. Records must be kept in accordance with Louisiana law and LSU procedure.
- b. All information received in connection with the social media check process will be treated with discretion and only disclosed as necessary.

APPENDIX A: Revised Statute Link

LA R.S. 42:1701 Consideration of Criminal History in Public Empm3.1 ((P)-9.7 (ubl))f]7dlubl-

APPENDIX B: Social Media Reference Check Form

SOCIAL MEDIA REFERENCE CHECK

Candidate: _____
Position Applying For: _____
Interview Date: _____
Social Media Sites
Visited: