



BACKGROUND CHECK AND PRE-EMPLOYMENT PROCEDURE

SCOPE: All campuses served by Louisiana State University (LSU) Finance and Administration

REVISED: August 21, 2024

PURPOSE: The purpose of this Background Check and Pre-Employment Screening Procedure is to establish requirements and guidelines for prospective employees of Louisiana State University in order to promote a safe and secure environment for employees, students and assets. Any questions regarding this procedure should be directed to the campus Human Resource Management (HRM) office.

I. DEFINITIONS:

- A. **Applicants** are prospective employees who submit information to be considered for positions at Louisiana State University. This procedure shall apply to all Applicants at all locations.
- B. **Background Check** means the process of gathering and reviewing criminal history records, financial history records, motor vehicle records, National Sex Offender Registry (NSOR) checks, and/or civil suit records.
- C. **Certification** means an earned credential verifying a specific skill set or knowledge.
- D. **Conviction** means a guilty verdict, a guilty plea or a plea of Nolo Contendere ("No Contest") of felony or misdemeanor, other than minor traffic offenses. (DUI is not considered a minor violation).
- E. **Credit Screen (also referred to as Financial History Screen)** means the process of gathering and reviewing financial history records or information furnished by any court of civil law, credit reporting agency, or a third-party
- F. **Drug Screen** means the technical analysis of a biological specimen to determine the presence or absence of specified parent drugs or their metabolites.
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- H. **Education Verifications** of certifications, trainings, and
d by the applicant.
- I. **Final Candidate** means a current, former, or prospective employee recommended for hire, transfer, or promotion and to whom a contingent offer may be made.
- J. **Financial History Screen (also referred to as Credit Screen)** means the process of gathering and reviewing financial history records or information furnished by any court of civil law, credit reporting agency (credit report), or a third-party vendor in the business of obtaining and providing credit reports.
- K. **Foreign Education Credential Evaluation** refers to the process in which academic and professional degrees earned in one country are compared to those earned in the United States.
- L. **Foreign adversary** means any foreign government or foreign non-government person determined by the

corrective action up to and including termination.

D. Procedure for Background Checks

A. Final Candidate Authorization and Background Check Coordinator Notification

Final candidates must be provided the background check disclosure, authorization, and release information and indicate their consent prior to a background check being performed by a third-party vendor. Failure to provide consent will preclude a final candidate from consideration for a position.

B. Assessment of Background Check Information

The campus HRM office will assess the information contained within a background check using the following principles:

- a. Convictions will be taken into account when reviewing a final candidate's criminal history. An arrest without a conviction in a closed case will not be considered.
- b. Open criminal cases may preclude a final candidate from eligibility for employment. The university will assess the circumstances surrounding the arrest, as well as the time frame, nature, gravity, and relevancy of the alleged offense and charge to the job duties.
- c. A criminal conviction is not necessarily an automatic disqualification to initial employment or continued employment with the university. The university will assess the circumstances surrounding the conviction, time frame, nature, gravity, and relevancy of the conviction to the job duties.

C. Processing Background Checks

- a. HRM is responsible for conducting background checks on all positions.

D. HRM must approve department background check processes that go beyond this procedure's requirements.

E. Background Check Records

- a. Candidates not hired due to information revealed on a background check conducted by a third-party vendor must be provided with a copy of the results and a copy of the *Summary of Your Rights under the Fair Credit Reporting Act*. HRM is responsible for offering to provide the results to the candidate.
- b. Candidates who are not eligible for future consideration for employment at the university will be notified in writing from the campus HRM office.
- c. Background check documentation must not be stored in an employee's personnel file.
- d. All information received in connection with the background check process will be treated with discretion and only disclosed as necessary.

III. Reference Checks, Official Transcripts, and Licenses/Certifications:

A. Regulations for Reference Checks, Official Transcripts, and Licenses/Certifications:

- A. Hiring departments should collect reference information from at least three (3) professional contacts prior to extending an offer of employment. If there is no current employment, then every effort should be made to contact the previous supervisor. Former job titles and work experience should be verified when conducting reference checks.
 - a. As a common courtesy, it is strongly encouraged for the hiring department to contact the current supervisor to conduct a reference check of a current LSU employee who is being considered for hire.
 - b. The hiring department must contact HRM to verify the current employee does not have a pending performance issue that would make them ineligible for hire prior to extending an offer of employment.
- B. Degree verifications are required prior to employment and will be in the form of the applicant providing an official transcript for applicable positions. The campus HRM office may utilize other verification methods (e.g., National Student Clearinghouse) for certain non-academic positions at their discretion. If the degree was earned in a foreign country outside of the United States, a foreign education credential evaluation must be conducted to verify

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A. Regulations for Social Media Checks

- A. Social media checks may be conducted on final candidates for the following positions:
 - a. Regular faculty and staff,
 - b. Temporary, term, seasonal and intermittent appointments (excluding graduate assistant and student employment appointments except when covered by an approved unit social media check program),
 - c. Adjunct faculty, and
 - d. Visiting scholars.

- B. Social media checks should be used to support hiring decisions on applicants.
- C. Final candidates in each search should be screened by the same sites to ensure consistent practices are followed.
- D. All privacy settings and terms of services must be adhered to for individual sites.
- E. All reviews must comply with the university's Equal Employment Opportunity policy statement ([PS-1](#)) and may include:
 - a. Work history
 - b. Education
 - c. Certifications
 - d. Examples of work to support job competencies
- F. When conducting a social media check, the following is a non-exclusive list of what should be considered for further review:

APPENDIX A: Revised Statute Link

LA R.S. 42:1701 Consideration of Criminal History in Public Employment

<http://legis.la.gov/Legis/Law.aspx?d=1017837>

