

BACKGROUND CHECK AND PRE-EMPLOYMENT PROCEDURE

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

REVISED: January 1, 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** 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 Check (also referred to as Financial History Check)** 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-

United States Secretary of Commerce to have engaged in a long-term pattern or serious instances of conduct significantly adverse to the national security of the United States or security and safety of United States persons as listed in CFR 14 §7.4 Determination of Foreign Adversaries, as amended or renumbered.

M. *Foreign government* means the government of any country, nation, or group of nations, or any province or other political subdivision of any country or nation, other than the government of the United States and its states or political subdivisions, including any agent of the foreign government.

1 N. *Former Employee* refers to an individual who previous

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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: the

of Commerce to be a foreign adversary

- B. Prior to any offer, the university will verify all education attendance, employment, publications, and contributions listed including but not limited to research verifications, public conflict of interest records possibly omitted from the application, employer verification from previous 10 years, education verification, and federal sanctions.
- C. If further investigation is necessary, a second background check will be performed by the FBI, Louisiana State Police, or other local law enforcement to determine if there are any security concerns with a country that is considered by the Secretary of Commerce to be a foreign sof (es)-8.1 (t)-13.1 (i)3.1 (ga)-12.3 (t)-1.1 (i)3.2 (o)-12

- 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 in a non-exclusive list of what should be considered for further review:
 - a. Evidence of unlawful activity
 - b. Photos, language or discriminatory activity by a candidate which, if revealed during employment, would violate university policy or which demonstrates unprofessional conduct.

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>

APPENDIX B: Revised Statute Link

LA R.S. 17:1826.1 Higher Education Foreign Security Act of 2022

<https://legis.la.gov/Legis/ViewDocument.aspx?d=1290273>

[Louisiana Laws - Louisiana State Legislature](#)

APPENDIX C: Social Media Reference Check Form



110 Thomas Boyd Hall Baton Rouge, LA 70803
hr@lsu.edu

SOCIAL MEDIA REFERENCE CHECK

Candidate: _____
Position Applying For: _____
Interview Date: _____
Social Media Sites Visited: • LinkedIn • Facebook • Twitter • Instagram
• Other(s) _____

Answer the following questions and attach screenshots to document/support findings.

Does the candidate's profile and background information support their employment history (degrees, training, certifications, etc.)?

What examples of work were found to support the candidate's ability to perform this job (published articles, quotes, etc.)?

Does the candidate convey a professional image? Any questionable photos, evidence of unlawful activity, offensive language or discriminatory activity, sexually explicit activity, violation of prior employer's policies, etc. must be documented via screenshot(s) and submitted to HRM for review.

Hiring Manager/Search Committee Review

Based on these findings, state reasons to support hiring this candidate, or the reasons that this candidate should not be considered for hire.