

Criminal Background Check

Frequently Asked Questions

Why are background checks required?

Due to the University System's commitments to excellence, safety, and the welfare of its employees, criminal background check guidelines have been established in conjunction with UM System's General Counsel, UM System Human Resources, and UM System Academic Affairs office. Effective Sept. 1, 2007, the University of Missouri-Kansas City (UMKC) will enforce revised HR Policy 504 to ensure a safe and secure workplace. In addition to safety and liability reasons, we are following industry best practices in requiring criminal background checks; such screening is standard operating procedure for most employers today.

When is this effective?

Criminal background checks will be required for any offers extended as of September 1, 2007.

Who must have a criminal background check?

All academic and administrative hires paid on the UMKC payroll, including all promotions (to another department), transfers (to another department), rehires, external hires, and rehired retirees. The only exceptions are for student employees (for full list of student titles see HR 204); and for internationals who do not have a US address and/or SSN.

Is a criminal background check required for concurrent appointments, courtesy appointments, or additional pay?

No.

Are interim assignments subject to a criminal background check?

No.

Are consultants subject to a criminal background check?

Consultants paid through accounts payable (not payroll) will not be required to successfully complete a criminal background check.

Are volunteers subject to a criminal background check?

Not at this time, however there is a System-level committee currently looking at guidelines related to volunteers.

Are independent contractors subject to a criminal background check?

No.

Are high-school student employees subject to a criminal background check?

High school students hired in student titles are not subject to a criminal background check. For full list of student titles see HR 204. High school students in a classified, temporary title job code (9217, 9218, 9219, 9220, 9221) will be subject to a criminal background check.

Are international hires subject to a criminal background check?

International hires that have a US address or SSN will be subject to a criminal background check.

How long will it take?

Once the final candidate completes their online profile and account, the anticipated turnaround time is three business days.

What does a criminal background check include?

- Social Security number trace
- Criminal records from state and county
- Criminal records in all federal jurisdictions
- Multi-state sex offender registry

When should I initiate the criminal background check process?

- Administrative: a criminal background check will be initiated by Human Resources once the tentative offer has been accepted.
- Academic: a criminal background check should be requested only after the final candidate has accepted the tentative offer of employment extended by the hiring department.

How do I initiate the criminal background check process?

Administrative: Recruiters will provide the final candidate the online Criminal Background Check information after the tentative offer has been extended and accepted.

Academic: HR Facilitator or Hiring Manager will provide the final candidate the online Criminal Background Check information after the tentative offer has been extended and accepted.

Who is responsible for providing the Criminal Background Check information to the final candidate?

Administrative: Recruiters will provide the final candidate the online Criminal Background Check information.

Academic: Hiring manager or HR Facilitator will provide the final candidate the online Criminal Background Check information after the tentative offer has been extended and accepted.

Can my final candidate begin work before the criminal background check results are received?

No. All final candidates are required to pass a background check prior to beginning the duties of the new position.

When can an official offer be extended?

Administrative: If no adverse information is discovered: Human Resources confirms start date with final candidate, and sends offer letter (copying Hiring Manager and HR Facilitator)

Academic: if no adverse information is discovered from the criminal background check, Human Resources notifies the hiring manager and or designee that their final candidate is eligible for hire.

Is there specific language I have to use when I extend a tentative offer now?

Yes. The template language provided by your Recruiter must be added to all tentative offers of employment, whether written or verbal.

Who will be reviewing the criminal background check results and at what point will the hiring department be involved if a job-related conviction or guilty plea is reported?

Administrative: Human Resource professionals will conduct the initial review. If there is any question whether an adverse action returned on a criminal background check report is job-related; the associate vice chancellor and Human Resources will be contacted to review and will decide how/when to involve the department.

Academic: Human Resource professionals will conduct the initial review. If there is any question whether an adverse action returned on a criminal background check report is job-related; the provost's designee will be contacted to review and will decide how/when to involve the department.

What does successful completion of a criminal background check mean?

Per legal counsel, it means no job-related adverse information is discovered in the criminal background check process.

What factors are considered when determining if a conviction or guilty plea is a relevant job-related conviction or guilty plea?

The age of the conviction; the seriousness of the conviction (ie. felony, misdemeanor, etc.); the type or nature of the conviction; the number or history of convictions; the location of the work place; and the applicant's employment history.

Is there specific text I have to use in my external recruitment advertisements and or announcements?

The following language must be included in all recruitment advertising/announcements, effective Sept. 1, 2007:
" All final candidates will be required to successfully pass a criminal background check prior to beginning employment."

What if I don't want to hire someone with any kind of criminal record?

The only time criminal convictions and or guilty pleas are to be taken in to consideration is when they are job-related.

According to the background check policy, all employees are required to disclose any criminal violations within five days of the conviction or guilty plea. Do I have to disclose traffic tickets?

No, you are only required to disclose any criminal violations. Minor traffic tickets are not considered criminal violations and therefore do not need to be disclosed.