Pre-Employment Background Screening Procedures

Lincoln University is committed to protecting the security and safety of students, faculty, staff and others working in or utilizing University facilities, and safeguarding the assets and resources of the University. Background checks serve as an important part of the employment selection process and are required prior to hiring all faculty, staff, and temporary employees regardless of the duration of employment, and for current employees seeking certain promotional opportunities or transfers. The check may include, but is not limited to: criminal history screening, verification of social security number, prior work verification, verification of academic credentials, credit history, motor vehicle history, drug testing, and other testing deemed relevant based on the nature and duties of the position(s) sought. The investigation will be conducted by HireRight selected and approved by the University to conduct such investigations.

Background checks are conducted with the full knowledge and acceptance of the individual applicant. Applicants are required to sign a release authorizing the background investigation and the release of information by current and former employers, educational institutions and other organizations. This release includes the applicant’s rights under the Fair Credit Reporting Act. A refusal to sign a release form eliminates the applicant from further consideration for employment.

The University provides written notice of the background check requirement on the employment application and the Human Resources webpage, advising that “All offers of employment are based upon satisfactory completion of background screening checks.”

All information obtained through the background check process, including criminal history, is highly confidential and access to such information is limited to those individuals who have a need to know. To ensure confidentiality of all applicant information, the Human Resources department coordinates the background investigation process and results of the background investigation are retained confidentially by Human Resources.

Unless otherwise provided by law, having a criminal conviction or poor credit history does not necessarily preclude employment. The nature of the offense and its relevance to the applicant’s suitability for the particular position, in particular, whether the individual’s employment by the University poses an unacceptable risk, is considered on a case-by-case basis. The Human Resource Office, in conjunction with the departmental hiring authorities, and the Office of the President evaluates the applicant’s suitability for the position and makes the final employment determination, carefully considering the potential impact of the conviction on the safety and security of the campus community and the security of University assets.

Factors considered in determining suitability may include, but are not be limited to the following:

- The relevance of the crime(s) to the responsibilities of the position sought
- The length of time since the conviction
- The age of the candidate at the time of the offense
- The seriousness and specific circumstances of the offense
- The number of offenses
- Whether the applicant has pending charges
- Evidence of applicant’s rehabilitation efforts
- The truthfulness and accuracy of information on the application and other material provided in support of the application.

Should Lincoln University consider an adverse decision on an applicant based on the background check information, the applicant will be informed in writing of the notice of adverse information discovered and the source of the background check report and be given a copy of the report. The
applicant will be provided the opportunity to respond to the notification and to dispute the accuracy of
the background check information. Lincoln University will notify an applicant in writing if the decision
not to hire the applicant is based in whole or in part on criminal history record information.

The background check normally happens after the employment hiring paperwork is approved but
before an actual employment notification letter is effectuated and e-verification is completed.
Guidance for departments on how the background check is incorporated into the employee hiring
process is attached to these procedures.

Any offers made before a background check has been completed must be made conditional upon
satisfactory completion of the background check. Employment may begin prior to completion of the
background check only as a conditional offer of employment and after the department authority
establishes a compelling need to the satisfaction of the President. Conditional offers shall be
withdrawn if the results of the background check are deemed to disqualify the applicant for the
position (regardless of whether conditional employment has begun).

The University reserves the right to decline an applicant or to discipline or terminate an employee
who has provided false, misleading, erroneous or deceptive information verbally or on an
application, resume, or other written materials, or who has omitted material information during the
hiring process.

The costs associated with background checks for full and part time employees will be paid out of an
account housed in the Human Resources budget; this cost will be cost allocated back to respective
departments.