

## **Background Check Overview**

### ***What is a background check?***

In Residential and Student Service Programs, a background check can consist of a criminal, credit, or DMV check. The type of background check conducted depends on the sensitive duties of the position. Factors that are considered by the Background Check Coordinator and directors when designating a position "sensitive" are the level of risk and whether the responsibilities meet any of the following criteria established by the Office of the President:

1. Care, safety and security of people or property.
2. Direct access to, or control over cash, checks, credit card account information.
3. Authority to commit financial resources of the University through contracts greater than the Low Value Purchase Authority (LVPA).
4. Control over campuswide or departmental business processes, either through functional roles or systems security access.
5. Access to detailed personally identifiable information about students, faculty, staff, or alumni which might enable identity theft.
6. Possession of building master or sub-master key access to residences and certain other facilities, particularly laboratories.
7. Regular operation of University vehicles as part of assigned job duties.

Generally, criminal background checks are conducted. However, if a position requires driving a DMV check for valid driver's license and driving record is ordered. If a criminal check is not necessary, DMV checks can be ordered alone. In addition to criminal checks, credit checks are required for cashier positions and positions that have direct access to, or control over cash, checks, and credit card information.

### ***Who is background checked?***

Only those who have applied for positions that clearly advertise a requirement for a background check, have become a \*finalist, and have signed a release form authorizing us to proceed with the background check. Refer to *Background Check Criteria and Language for RSSP Job Descriptions and Recruitment* on the following pages.

Employees who were hired into positions that now require a background check will not be background checked, unless new sensitive duties are added to the position. They are considered "grandfathered in" for that position. If new sensitive duties are being added to the position, the employee would be required to complete a background check before performing the sensitive duties. Employees are also subject to completing a background check when applying for different vacant positions requiring a background checks.

\*finalist -- a top candidate for the position whose work history references have already been checked. Hiring authorities may select more than one finalist to conduct a background check on.

### ***Why do we need to conduct background checks?***

To ensure increased protection for the University against negligent hiring and misuse of resources.

### ***When are background checks conducted?***

Background checks are only conducted for vacant positions that have been advertised as being subject to a background check or before sensitive duties are added to a position for current employees. Background checks are ordered only after references are checked and release forms are signed by finalist.

### ***How are background checks conducted?***

For information about process and procedures, please refer to the *RSSP Checklist for Positions Requiring Background Checks* and *RSSP Background Check Clearance Requirements and Negative Results* on the following pages. If you need further assistance regarding background checks, contact RSSP's Background Check Coordinator (BCC) Dee Palacios at 642-2311 or [deepals@berkeley.edu](mailto:deepals@berkeley.edu).