Administrative Procedure

Suffolk County Community College

Procedures for Background Checks

Suffolk County Community College is committed to providing a safe and secure environment for its students, employees and guests. Therefore, the College will conduct pre-employment background checks of individuals who have received a bona fide pending offer of employment. These background checks will be conducted through a third-party vendor.

If deemed relevant to the position for which an applicant is being considered, the College may also elect to request a credit report through a third-party vendor.

All background checks will be administered through the Office of Human Resources under the direction of the Assistant Vice President of Employee Resources or his/ her designee.

Procedures for Background Checks

- The Office of Human Resources will be notified to conduct the background check by the administrator authorized by the President or his/ her designee to proceed with the offer of employment providing that all paperwork is completed with required signatures as outlined in the hiring process.
- 2. The administrator will provide the Assistant Vice President of Employee Resources or his/ her designee the candidate's contact information (phone number and email address).
- 3. The Office of Human Resources will send an email to the candidate with the background check release form provided by the contracted background check vendor; the contracted vendor will be copied in the email sent to the candidate.
- 4. The candidate will be informed that they have three (3) days to return/ submit the background check release form.
- 5. The contracted background check vendor will return the report results to the Assistant Vice President for Employee Resources or his/ her designee.
- 6. The AVP for Employees Resources will review the report for employability as prescribed in the *Policy on Background Checks*.

- 7. Background check report findings void of issues as delineated in the *Policy on Background Checks* will be given clearance for hire; HR will contact the administrator of the candidate's clearance.
- 8. HR will contact the candidate to schedule the pre-employment intake meeting.
- 9. Background check report findings yielding unsatisfactory results as determined by the