

STAFF HIRING AND EMPLOYMENT POLICIES

Pre-Employment Screening

PURPOSE:

The purpose of this policy is to ensure that the qualifications and backgrounds of job candidates are adequately screened before offers of employment are extended.

APPLICABLE TO:

This policy applies to all final candidates for posted staff positions (including all current university employees who are considered final candidates).

POLICY:

It is the university's policy that all prudent measures be taken to select and hire the best qualified candidate for any given position. The goal of this policy is to ensure that key organizational assets--including human resources--are protected, that a safe work environment is maintained, and that hiring entities are well equipped to make employment decisions based on a thorough evaluation of applicant-related information.

Therefore, all final candidates for employment will be required to undergo and successfully complete pre-employment screening prior to their being hired.

PROCEDURES:

Pre-employment screening for any final job candidate will include all of the following:

<u>Form of Screening</u>	<u>Responsibility</u>
Reference checks	Hiring department
Verification of previous employment	Hiring department
Verification of education	Hiring department
Confirmation of individual identity via Social Security number, and	Employee Recruitment Services
Review of local, state, and federal criminal conviction records.	Employee Recruitment Services

Other pre-employment screening, such as verification of licensure and/or certification, shall be the responsibility of the individual hiring units and conducted on an as-needed basis. The Departments of Public Safety and Child Care Programs will be responsible for ensuring that appropriate background screening for their respective final candidates is conducted; minimally, the screening will include those referenced above.

After a final candidate is selected to fill an open staff position but prior to his or her being extended either a verbal or written offer of employment, hiring units will request the candidate to undergo the requisite pre-screening. The hiring unit will be responsible for obtaining a signed authorization (disclosure form) from any final candidate to release information prior to initiating any form of pre-employment screening on that candidate. Any required pre-screening measures will be initiated only after the required signed authorization (disclosure form) has been forwarded to Employee Recruitment Services.

In addition to coordinating all pre-employment screening related to criminal conviction records and identity confirmation, Employee Recruitment Services will be responsible for the distribution of screening results to appropriate parties. Any questions regarding pre-screening findings and/or suitability of any candidate for employment will be referred to Employee Recruitment Services in consultation with the Office of the General Counsel. Due to confidentiality, any reason(s) for ineligibility for hire will not be released to departments. Once hiring departments have been notified that final candidates have successfully completed the pre-screening process, the appropriate hiring managers may extend offers of employment. Even if an offer of employment is inappropriately extended prior to the requisite pre-screening being conducted, that offer will be withdrawn should a candidate fail to successfully complete the pre-screening process. Employee Recruitment Services will be responsible for ensuring that all records regarding pre-employment screening are properly maintained.

INELIGIBILITY FOR HIRE:

Evidence that a candidate has been convicted of any of the following crimes and/or attempted crimes may deem that individual ineligible for hire at the university. This list is not all-inclusive, but is representative of the types of crimes and attempted crimes for which a candidate may be excluded from consideration for employment at the University of

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Southern California. The university may update or change this list as needed to include other relevant misdemeanor and felony convictions that would disqualify candidates. All relevant federal, state and local convictions will be considered in making hiring decisions. Relevant convictions do not include convictions for certain marijuana-related offenses that are more than two years old. These include convictions more than two years old for possession of marijuana, other than concentrated cannabis; possession of an opium pipe or other paraphernalia used for unlawfully smoking marijuana; for being present in a room or place where marijuana was being unlawfully smoked; and for being under the influence of marijuana without being under the direction of a person licensed to dispense, prescribe or administer controlled substances.

Any final candidate who has provided inaccurate or misleading information on his or her employment application with regard to identity, convictions, education, and/or certifications, will be considered ineligible for hire; internal final candidates providing such information may be terminated.

Crimes involving taking money/property

Theft
Forgery
Extortion
Bank robbery
Robbery
Larceny
Embezzlement
Burglary
False pretenses
Receipt of stolen property
Uttering a forged document

Crimes involving homicide (murder)

Murder
First-degree murder
Second-degree murder
Voluntary manslaughter
Involuntary manslaughter
Felony murder (murder committed during the commission of a felony)

Crimes involving moral turpitude

Perjury
Subornation of perjury
Bribery
Lewd conduct
Lewd conduct involving a minor
Crimes involving drugs (note exclusion for certain marijuana convictions more than two years old as listed above) or drug trafficking
Prostitution
Crimes involving immigration violations
Bigamy
Selling liquor to minors
Malicious mischief (intentional malicious destruction of or damage to the property of another)
Driving under the influence of drugs or alcohol (if the job duties include driving for the university)
Reckless driving or endangerment (if the job duties include driving for the university)

Crimes involving violence

Assault
Aggravated assault
Aggravated assault with a deadly weapon or intent to rape or maim
Battery
Aggravated battery
Aggravated battery with a deadly weapon or intent to rape or maim
Mayhem
Arson
Kidnapping
False imprisonment
Burglary
Robbery

Crimes involving a sexual nature

Rape
Statutory rape
Incest
Sexual molestation

Miscellaneous (applicable to the above listed crimes)

Attempt (intent to complete the crime)
Accessory (aiding another in the commission of a crime)
Accessory after the fact
Accomplice
Conspiracy
Solicitation

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