

TO: Department Head/Chair and Search Chair
FROM: Human Resource Management Office
RE: Faculty, Professional, and Graduate Assistant Recruitment Checklist for Background Checks

This checklist mirrors the Pre-Employment Background Screening Procedures and highlights the steps. Please check off each step once completed or confirmed with Human Resource Management (HRM). If you have any questions, please contact our office at 878-4822.

- 1. **Interview Applicants**
All applicants invited for an interview will be asked to sign an Authorization Release Form, allowing Buffalo State to conduct a background investigation. *Failure of an applicant to sign an Authorization Release Form will disqualify the applicant from further consideration for appointment.*
 - a. For applicants invited for an interview by the Department Head/Chair, the Department Head/Chair will provide the Authorization Release Form to the applicant.
 - b. For applicants invited for an interview by a Search Chair, the Search Chair will provide the Authorization Release Form to the applicant.
 - c. If the vacancy does not have a posting in the applicant tracking system, please ask the applicant to **also** complete a paper employment application.

- 2. **Forward completed Authorization Release Forms to HRM**
Promptly forward completed Authorization Release Forms and employment applications (where applicable) to HRM in a confidential envelope. This can be done either by the applicant directly, or if more convenient, by the Department Head/Chair or Search Chair.

- 3. **Interviews Completed**
If a search is in process, Search Chair completes and routes the Interview & Recommendation Report in the applicant tracking system. If there is no search, proceed to the next step.

- 4. **Contingent Verbal Offer Extended**
Hiring Manager with authority to extend a verbal offer of employment extends a contingent verbal offer of employment to an applicant. Any written or verbal communications with an applicant regarding a potential hire must emphasize that the appointment is contingent upon the positive outcome of the background investigation and subject to approval by the senior administrator authorized to make personnel appointments.

- 5. **Contingent Verbal Offer Accepted**
Once an applicant accepts a contingent verbal offer, contact HRM with the name and e-mail of the applicant. Confirm the applicant's completed Authorization Release Form was received by HRM. HRM will initiate the background investigation request for the applicant with the vendor. Most background investigations are completed in approximately 24-48 hours. Length of time depends upon a timely response from the applicant to the vendor's e-mail.

- 6. **HRM Notifies Department Head/Chair or Hiring Manager of Background Investigation Outcome**
HRM will e-mail the Department Head/Chair or hiring manager, with a copy to the Dean/Director/AVP and Provost/VP/CIO offices, of whether to proceed with routing a Faculty and Professional Appointment Form. No appointment form should be routed prior to this notification.

7. ***Faculty and Professional Appointment Form Initiated and Routed***
If the background investigation outcome was positive, a Faculty and Professional Appointment Form (online if a search is in process) or a paper form may be initiated and routed for approvals. Once an appointment form is approved by the senior administrator authorized to make personnel appointments, a written contract offer is prepared, signed, and mailed to the applicant.

The following forms are available at <http://hr.buffalostate.edu/pre-employment-background-screening>:

- a. Employment Application (if applicant did not complete application in PeopleAdmin)
- b. Authorization Release for Pre-Employment Background Investigation Form
- c. Pre-Employment Background Screening Policy
- d. Pre-Employment Background Screening Procedures

Faculty and Professional Appointment Form (for non-search appointments) is available at <http://hr.buffalostate.edu/forms>.