

Human Resource Management
PRE-EMPLOYMENT BACKGROUND SCREENING PROCEDURES

1. All applicants invited for an interview will be asked to sign an Authorization Release Form, separate from the employment application, allowing Buffalo State to conduct a background investigation which may include: identification, educational credential(s) confirmation, criminal conviction verification, sexual offender registry status, and employment background. The Authorization Release Form includes and provides a copy of the Fair Credit Reporting Act Summary of Rights (FCRA) and a copy of Article 23-A of the New York Correction Law for the applicant. The form is available at <http://hr.buffalostate.edu/pre-employment-background-screening>.

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.
2. Completed Authorization Release Forms should be promptly forwarded to Human Resource Management (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. If the vacancy does not have a posting in the applicant tracking system, please ask the applicant to complete a paper employment application. Forms available at <http://hr.buffalostate.edu/pre-employment-background-screening>.
4. After the interviews, any verbal offer extended to an applicant is contingent upon the positive outcome of the background investigation and subject to approval by the senior administrator authorized to make personnel appointments.
5. 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.
6. Once a contingent verbal offer is accepted, the Department Head/Chair contacts HRM with the name and e-mail of desired applicant and HRM initiates the background investigation request for the applicant with the vendor.
7. Following review of the background investigation results, HRM will notify the Department Head/Chair or hiring manager by e-mail, with a copy to the Dean/Director/AVP and Provost/VP/CIO offices, of whether to proceed with routing an Appointment Form for the selected applicant. No Appointment Form should be routed prior to this notification.
8. 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 Dean's Office prepares contracts for part-time faculty and graduate assistants; HRM prepares all other contracts and appointment letters.
9. All information received in the background investigation process will be maintained in the Human Resource Management Office in confidential, secure files, separate from employee personnel files.

Please contact Human Resource Management at 878-4822 with any questions.