HR UL Meeting
Background Screening Updates
September 18, 2013
Agenda

• Project Team
• Scope
• Vendor Replacement
• Enhancements
• Excluded Parties Screening
• Process Changes
• Questions
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Background Check SPG 201.95 published in June 2013

“Pre-employment background checks must be conducted before a candidate may receive a firm offer of employment to a faculty1 or staff position at the University of Michigan. It is important that the University’s academic, research, patient care and service missions are supported by qualified employees with a safe and secure environment for all University constituents, including students, visitors, patients and employees. This policy is intended to support the verification of credentials, criminal history2, and other information related to employment decisions that assist the University in meeting its commitments.”

- **Applies to all faculty and staff (regular and temporary)**
- **Policy for students currently under development**
- **Includes Excluded Parties Compliance screening**
• Federal contract requirement
• Checks national security sources
  o OIG Exclusions List
  o GSA Excluded Parties List
  o Medicaid/Medicare Fraud
• Completed at time of hire and monitored continuously
• Includes all newly hired and current faculty and staff
• Phase One (June 2013)
  • Background screening for academic appointments
• Phase Two (November 18, 2013)
  • New Vendor
  • Enhanced & Standardized Screening
  • Education Verification
  • Excluded Parties Screening
  • Business Process Change for Non-Student Temporary and GSA hiring
• Phase Three (TBD)
  • Background Screening for Student Temporary Hiring (including Work Study)
Vendor Replacement

• **HireRight contract expired 12/31/2012**
  – Extension negotiated for one year

• **General Information Services (GIS) contract effective 11/18/2013**
  – Contract negotiated through Committee on Institutional Cooperation Purchasing Consortium (CICPC)
  – Big 10 and other higher education members
Enhancements

• Significant cost savings per transaction
• Standardized screening packages for all job families
• Standardized eRecruit hire process for Regular Staff, Non-Student Temps and GSA’s
• Adding temporary resource for processing increased transactions in central HR
• Enhanced Screening Package
  • County Criminal Felony and Misdemeanor (all names, last seven counties or seven years)
  • SSN Verification
  • National Security Sources
  • National Sex Offender Registry
  • Education Verification
    – when disclosed by selected candidate
    – Highest Degree Earned
• Faculty/Academic Appointments
  – No change from current background screening process
  – No change to current hiring process
• Regular Staff Appointments
  – No change to current business process
  – Enhanced background screening package
  – Addition of Education Verification
    • When disclosed by selected candidate
    • Highest degree earned
• **Graduate Student Appointments**
  - Background Screening required pre-employment for new hires/rehires only
  - Education Verification not applicable
  - EPC becomes Primary and Last Approver on Job Offer and orders background screening
  - Academic HR interprets adverse data received and resolves with hiring departments
  - EPC finalizes offer and completes the “Prepare for Hire” page
Process Change

• Non-Student Temporary Appointments
  – Screening transitions from ICHAT to GIS
  – Enhanced background screening package
  – Addition of Education Verification
    • When disclosed by selected candidate
    • Highest degree earned
• Non-Student Temporary (cont’d)
  – EPC completes the “Prepare for Hire” page
  – eNotification sent to help manage new hires who haven’t completed self service
  – Turnaround time increases for background screening (average = 3-5 business days)
## Process Change for NST

<table>
<thead>
<tr>
<th>CURRENT</th>
<th>TASK/PROCESS</th>
<th>FUTURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
<td>Create Offer in eRecruit</td>
<td>Unit</td>
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<tr>
<td>Unit</td>
<td>Primary and Final Offer Approver</td>
<td>EPC</td>
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<tr>
<td>EPC/Unit</td>
<td>Order Background Screening</td>
<td>EPC</td>
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<tr>
<td>ICHAT</td>
<td>Background Vendor</td>
<td>GIS</td>
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<tr>
<td>Unit</td>
<td>Notify Unit and Finalize Offer</td>
<td>EPC</td>
</tr>
<tr>
<td>Unit</td>
<td>Complete Prepare for Hire page</td>
<td>EPC</td>
</tr>
</tbody>
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For Non-Student Temporary Appointments:

– Update Unit Job Offer Process
  • Allow for increased turnaround time
  • Redesign unit approval work flow
  • Assign EPC as primary and final OFFER approver

– Communicate Changes
  • to staff who process NST appointments
  • to hiring managers
  • University HR to provide template
Questions