



ADMINISTRATIVE PROCEDURE

TITLE: Applicant Background Checks

ADMINISTRATIVE PROCEDURE # 7126 *(was 302.09)*

RELATED TO POLICY #

- A. Applicants for employment may be subject to background or reference checks.
- B. Where a background investigation is performed by a third party, the Director of Human Resources shall, in accordance with the Fair Credit Reporting Act, make a clear and conspicuous disclosure to the applicant and obtain the applicant's consent on a separate form before the report is procured. The applicant shall be provided an option to receive or not receive the report.
- C. If the College intends to deny employment based on information obtained in the background investigation, the Director of Human Resources shall provide a notice of intent to take adverse action, consistent with the requirements under the Fair Credit Reporting Act, including providing a copy of the report to the applicant. Prior to a final decision being made by the College, the applicant shall have a reasonable opportunity to challenge the accuracy of the information in the report.
- D. Per Oregon law, the College will not inquire about criminal convictions before the interview stage of hiring. However, the College may notify applicants in a recruitment announcement that an applicant's criminal conviction record will be obtained and may make a job offer contingent upon the College receiving satisfactory results.

REFERENCES:

U.S. Code Sections 1681 et seq. (Fair Credit Reporting Act)
ORS 659A.360

RESPONSIBILITY:

The Director of Human Resources is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 1/25/2021 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW: