

TITLE: Background Check Policy

APPROVED BY:

ISSUING SOURCE: Cheryl Ashpaugh, Director, HRM

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Applicant/prospective employee pre-employment background checks must be requested to the Payroll/Human Resources Department via written request via email or OPSU inter-office mail.

Once the written request is received, HR will initiate that pre-employment background check. HR will contact the requesting department by email of the status of the completed background check.

Purchasing and Human Resources will work together to insure the billing charges for background checks are charged to the appropriate requesting departments.

If the background check returns as clear the requesting department may then issue an invitation to that prospective candidate to come to campus for an interview.