

## Criminal Background Checks

The final candidate for a university position is required to undergo a **background check** prior to beginning the duties of the new position.

**For positions that are recruited through eRecruit, the process for initiating the background check includes:**

- Recruiting Team receives the signed offer letter.
- Recruiting Team initiates the CBC with the vendor.
- Vendor will email a web link to the candidate.
- Supervisor asks candidate to watch for email as this may go to spam folder.
- The candidate will create a username and password and enter their personal information to initiate the CBC.
- Vendor conducts the CBC and provides results to HR.
- HR receives the results and continues the hiring process.
- Please allow a minimum of 5 business days for results. (Results can take longer depending on multiple residencies, overseas residences, name changes, and data entry errors by candidate.)

**For positions not recruited in eRecruit, the process for initiating the background check includes:**

- Unit requests a CBC via the HR Shared Services Intake Form (contact your Business Manager for additional details if needed)
  1. Complete the intake form in full.
  2. In the comments field on the HR Intake Form, provide the candidate's email address and note that this is for a CBC.
  3. Shared Services requests a CBC.
- HR Shared Services contacts UMSL's Recruiting Team ([employment@umsl.edu](mailto:employment@umsl.edu)) to initiate the CBC with the vendor.
- Recruiting Team initiates the CBC with the vendor.
- Vendor will email a web link to the candidate.
- Supervisor asks candidate to watch for email as this may go to spam folder.
- The candidate will create a username and password and enter their personal information to initiate the CBC.
- Vendor conducts the CBC and provides results to HR.
- HR receives the results and continues the hiring process.
- Please allow a minimum of 5 business days for results. (Results can take longer depending on multiple residencies, overseas residences, name changes, and data entry errors by candidate.)

**For International hires:**

- Follow the instructions on the checklist for International Scholars. If they are not subject to a CBC, please complete the [form](#) and send to [employment@umsl.edu](mailto:employment@umsl.edu). The Recruiting Team will add this as an attachment to eRecruit.
  - International employees who have currently or previously spent 6 months or longer in the US are required to have a CBC.
  - International employees arriving directly from foreign country with no previous work or residency in the United States are not required to have a CBC.

The following serves as a guide in determining when a criminal background check is required.\*

<b>Criminal background check (CBC) is <i>required</i>:</b>	<b>CBC is <i>not</i> required:</b>
<p>New hire/rehire</p> <p><i>Includes: academic titles, staff titles, benefit eligible, non-benefit eligible, full time, part time, temporary, students in academic or staff titles</i></p>	<p>New hire</p> <p><i>Includes: UMSL students in student employee title, high school students in high school student title</i></p>
<p>Promotion or transfer within the <b>same</b> department <i>when the employee is promoted/transferred from a title that does not require a CBC to a title that does (e.g. student title to staff title)</i></p>	<p>Promotion or transfer within the <b>same</b> or to a new department</p> <p><i>Includes: staff, academic and student positions; includes interim appointments</i></p>
<p>International employee</p> <p><i>Has currently or previously spent six months or longer in the United States</i></p>	<p>International employee</p> <p><i>Arriving directly from foreign country with no previous work or residency in the United States</i></p>
	Direct promotion
	Position reclassification
	Volunteer/Courtesy appointment (unless requested by the department)
	Concurrent appointment (non-benefit eligible)
	Extra compensation
	Additional pay

\*NOTE: There are situations where criminal background checks may be required due to other criteria. Examples include but are not limited to; grant, credentialing and licensing requirements.