

February 21, 2000

TO: Hiring Authorities who will make hires into senior administrative positions

FROM: Carol Carrier, Vice President

SUBJECT: Required pre-employment verification procedures

To ensure that the University has complete and accurate information on applicants for senior administrator positions before an offer of employment is finalized, the University will begin a system of background verification checks. Following extensive discussion, the President's senior management team decided to implement this approach so that the University will reduce the risk of making an inappropriate hire or being unaware of important job-relevant information for those it hires into key senior positions. Effective immediately, any finalist (internal or external to the University) for a position on the attached list to whom a hiring authority contemplates making an employment offer will be asked to complete a Personal Disclosure and Disclosure and Release of Information Authorization Form that releases us to do background checks. In addition, you as the hiring authority will authorize me to work with our verifications partner, Verifications Inc., to order formal verifications of highest academic degree, previous employment, professional license (if any) related to the position, and a criminal check.

Only the finalist to whom you intend to offer the position should be involved. Your total cost for these verifications will range between \$150 - \$200 and you will be billed directly by Verifications Inc.

We anticipate that receiving a report from Verifications Inc. will take up to 5 days from the time such verifications are ordered. I will inform you immediately of the results of this report, including whether any irregularities/discrepancies arise from the verification checks. When you have identified the one top finalist, we will provide you with a copy of the Personal Disclosure Form and Disclosure and Release of Information Authorization Form for the finalist's signature. Call my office at 624-6556 to request this package.

You must submit to me a copy of these signed forms and a copy of the finalist's curriculum vita or resume. In order to promote privacy, I recommend that you do this by hand-delivery, courier, or calling us ahead (624-6556) to indicate a confidential Fax is on its way.

Once I receive these materials, I will order the verification check from Verifications Inc. and I will inform your office that these verifications have been ordered.

Should there be any discrepancy between what the finalist has disclosed, what is included in the vita or resume, and what is reported in the verification process, you and I will discuss the steps that must be taken, including seeking advice from the General Counsel's office as appropriate. Before proceeding with the hire, we must feel confident that any questions or concerns that have surfaced for us after reviewing the Personal Disclosure Form or receiving the results of the verification process have been adequately addressed. One alternative is not to hire this selected finalist.

The question of where such records will be kept is still under discussion. At the moment, we are inclined to store them in one central place, but I will be back to you with further clarification as this decision is finalized.

I appreciate your cooperation as we begin to implement this new procedure. My office is committed to making this an efficient process that will not delay your hiring decisions.

**Senior Administrator Positions**

President	Exec VP & Provost	Senior Vice President	Vice Presidents
Associate Vice Presidents (including Auditor, Treasurer, Controller, Chief Financial Officer, Chief Info Officer, others)	Chancellors	Vice Chancellors	Provosts
General Counsel	Deans	University Librarian	Chief of Staff, Office of the President
Vice Provosts	Assistant VPs	Board Exec Director & Corp Sec	Associate Chancellors
Director, EEO/AA	Associate Vice Chancellors	Assistant Vice Chancellors	Deputy General Counsel
Assistant Chancellors	Assistant Vice Provosts	Assistant Provosts	Associate Provosts
Associate Vice Provosts	Head Coaches	Police Chief	Athletic Directors
Directors (U-wide)	Assistant Deans	Associate Deans	
Chief Financial Officers			