



## PRE-EMPLOYMENT BACKGROUND SEARCH PROCEDURE

An official pre-employment, criminal history **Background Search** is a University required component of the HIRING process.

The University of Louisiana System Board and McNeese State University authorize ***General Information Services, Inc., herein referred to as COMPANY***, to conduct the pre-employment criminal history Background Search.

This criminal history Background Search consists of the following components:

- Social Security Number Trace
- County/Parish Criminal History Search/Misdemeanor/Felony Convictions
- State Sex Offender Search
- Office of Foreign Assets Control Search
- Enhanced Nationwide Criminal Search

In addition to this Background Search, hiring supervisors/search committees are also responsible for verification of work history, references, education, special certifications, licenses, credentials, etc... **PRIOR TO EMPLOYMENT**. Documentation of all pre-employment verifications should be maintained in hiring search files. Official Transcripts are required when a degree is required.

An **Official Driving Record** may be required under certain conditions. If an employee will drive either their personal vehicle or a university vehicle during the performance of job duties, the Official Driving Record must be obtained and a Defensive Driving Course is required. Hiring Managers should notify Human Resources if a new employee will be driving on university business.

Human Resources will notify new employee and provide instruction and forms to obtain the Official Driving Record and to take the required course. Human Resources will submit information to the Louisiana Department of Motor Vehicles to obtain the Official Driving Record for In-State Driver's Licenses. Employees who have an Out of State Driver's License are required to obtain their own Official Driving Record from the appropriate state. Any fee for this service is at the expense of the employee.

**Drug Testing** is required for certain positions in accordance with state/federal laws as applicable. Drug Testing must be performed Post Hire/Pre Employment for Safety/Security Sensitive positions. You may view a listing of Safety/Security Sensitive positions on the Human Resources webpage. Human Resources will notify impacted employees and will provide information and forms and set up required drug testing. Results are released to the employee and hiring supervisor.

The Background Search process should be conducted and complete **PRIOR TO AN OFFER OF EMPLOYMENT**. Employment **may not be extended** until Background Search results are obtained and appropriate University personnel have been notified by Human Resources.

To begin the electronic Background Search process, follow steps below:

***PROCESS IS NOW ELECTRONIC-PREVIOUS FORMS ARE OBSOLETE AND SHOULD BE DESTROYED***

1. Hiring supervisor submits an e-mail to Derek Fontenot, Human Resources, at [derekfontenot@mcneese.edu](mailto:derekfontenot@mcneese.edu) and copies Charlene Abbott, Human Resources, at [cabbott@mcneese.edu](mailto:cabbott@mcneese.edu) on this e-mail.
2. This e-mail should contain:
  - 1) The TITLE OF THE POSITION applying for
  - 2) The NAME OF THE HIRING DEPARTMENT
  - 3) The FULL NAME of the applicant
  - 4) The EMAIL ADDRESS of the applicant
  - 5) The NAME AND/OR CONTACT INFO. of the person to receive resultsEXAMPLE: Athletic Coach, Athletics, John Doe, [jdoe@mcneese.edu](mailto:jdoe@mcneese.edu), send results to Athletic Director at [athleticdirector@mcneese.edu](mailto:athleticdirector@mcneese.edu)
3. COMPANY submits the E-Mail Invitation to Background Search to the applicant who will be provided instructions and information for log in to the website portal to begin the electronic Background Search process. Applicant has 72 hours to complete but should be encouraged by Hiring Supervisor to complete immediately.
4. The applicant will be directed to enter the required information and sign with electronic consent, within 72 hours of receipt of e-mail to timely begin process and obtain results. ***(If employee does not timely complete the process, COMPANY will send a reminder e-mail to employee and will notify HR. If electronic process issues occur, Human Resources will direct the applicant to the appropriate paper form.)***
5. Human Resources will electronically receive the Background Search results. Normal processing time is within 24 to 72 hours after submission of information.
6. Clear result report is submitted through e-mail by Human Resources to designated personnel.  
***(This report does not contain any confidential identifiers and is strictly a report stating that the check is clear and complete. Full results and reports are stored electronically, privately, in Electronic System.)***
7. Not clear result report is submitted to HR Director to review with appropriate Hiring Supervisor and anyone in Chain of Command of Hiring Supervisor.
8. In the event a candidate for hire does not have computer access, an email should be sent to Charlene Abbott to request a paper process.

**\*\*\*ANY ISSUES WITH ELECTRONIC BACKGROUND SEARCH PROCESS SHOULD BE REPORTED TO HUMAN RESOURCES IMMEDIATELY\*\*\***