Workflow for Faculty/Specialized Faculty Criminal Conviction Background Check Process Unit selects faculty/specialized faculty candidate for hire Unit submits background check request to Campus HR Campus HR confirms background check is required and submits to 3rd party vendor (GIS) Candidate authorizes check via secure online authorization to vendor Vendor searches for criminal convictions and provides report to Campus HR **Criminal Convictions Reported No Convictions Reported** ✓ Report provided to candidate Candidate information reveals no ✓ Candidate has opportunity to explain conviction history conviction circumstances and to correct inaccuracies Committee identifies conviction Committee recommends that history as a possible bar to conviction should not bar employment in this position employment in this position Provost engages Dean in discussion regarding impact of conviction history on hiring decision Provost reviews and makes decision Candidate NOT cleared for hire Candidate Cleared For Hire