



# Retroactive Conditional Hire Form

**NOTE: Check all that apply.**

- FINAL** – A HireRight background check and/or sexual misconduct check was processed.
- NO BACKGROUND CHECK** – The check requests were processed and the HireRight background check and/or sexual misconduct checks were not needed.
- STOP WORK** – The person had to stop working while waiting for the background check and/or sexual misconduct check process(es) to complete.
- SEXUAL MISCONDUCT** – The person began working before the sexual misconduct check was completed.

Illinois Human Resources approves the conditional hire of **EMPLOYEE** for the position of **POSITION TITLE** in **DEPARTMENT** to be effective from **EMPLOYEE START DATE** to **DATE EMPLOYEE OFFICIALLY CLEARED FOR HIRE**.

The unit understands and acknowledges that the background check and sexual misconduct check requirements and procedures, including the conditional hire process, are to be completed prior to the employee beginning work. However, in this situation, it was not able to proceed in a timely way and the employee started work prior to approval of a conditional hire.

Illinois Human Resources retroactively approves the conditional hire from **EMPLOYEE START DATE** to **DATE EMPLOYEE OFFICIALLY CLEARED FOR HIRE**. Additionally, the background check and sexual misconduct check, if required, have subsequently been cleared for this candidate.

\_\_\_\_\_  
**COLLEGE/UNIT SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**ILLINOIS HUMAN RESOURCES APPROVAL**

\_\_\_\_\_  
**DATE**