



Conditional Hire Request Form

Please contact Illinois Human Resources to discuss the possibility of a conditional hire if it is critical for an individual to commence work prior to background check completion and sexual misconduct check completion (if required). Conditional hires will only be allowed on a very limited basis and will require justification from the hiring unit and approval of the Provost Office or appropriate HR office. If a conditional hire is approved, the candidate is required to sign a Conditional Hire Statement.

DATE OF REQUEST _____

CANDIDATE NAME _____

DEPARTMENT/UNIT _____

POSITION TITLE _____

IS THIS POSITION SUBJECT TO THE PROTECTION OF MINORS? YES NO

IS THIS POSITION DESIGNATED SECURITY SENSITIVE? YES NO

UNIT REPRESENTATIVE NAME AND TITLE _____

REQUESTED START DATE _____

BACKGROUND CHECK ORDERED DATE _____

SEXUAL MISCONDUCT CHECK REQUEST DATE (IF REQUIRED) _____

REQUIRED FOR FACULTY, AP, CIVIL SERVICE, POSTDOCTORAL RESEARCH ASSOCIATES, INTERNS, A* E-CLASS, RESIDENTS)

HAS THE CANDIDATE RESPONDED TO THE HIRERIGHT REQUEST? YES NO

SIGNED CONTINGENT OFFER LETTER ATTACHED TO THE BACKGROUND CHECK REQUEST?
 YES NO



Illinois Human Resources

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

Please provide detailed answers to each of the following questions to justify the need for the candidate to begin working prior to the completion of the background check.

1. Why must the candidate start immediately?
2. What are the critical functions that the candidate would perform?
3. Are there other staff who could perform the duties until the candidate’s background check process can be completed?
4. Are there alternative operational actions that can be taken?
5. What would be the impact of not having the candidate start on the requested date? For example, class would have to be cancelled, or there would be an inability to satisfy mandated staffing ratios for patient care, animal care, and security.

ILLINOIS HUMAN RESOURCES APPROVED YES NO

DIVISION OF PUBLIC SAFETY APPROVED IF POSITION IS SUBJECT TO THE PROTECTION OF MINORS YES NO N/A

REASON FOR DENIAL:

RESTRICTIONS YES NO

DETAILS OF RESTRICTIONS:

ILLINOIS HUMAN RESOURCES APPROVAL

DATE