



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 **DATE CONDITIONAL HIRE WAS APPROVED**.

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 **DAY BEFORE CONDITIONAL HIRE WAS APPROVED**. 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

NOTE TO COLLEGE/UNIT: USE THIS FORM IF A CANDIDATE BEGINS PRIOR TO BEING APPROVED FOR HIRE BY THE IHR SERVICE CENTER. INPUT THE EMPLOYEE’S NAME, POSITION TITLE, DEPARTMENT, EMPLOYEE START DATE, AND SIGN/DATE THE COLLEGE/UNIT SIGNATURE LINE. THE IHR SERVICE CENTER WILL FINALIZE THE FORM BASED UPON THE SCENARIO, AND RETURN IT TO THE COLLEGE/UNIT. PLEASE EMAIL QUESTIONS TO IHR-BACKGROUNDCHECKS@ILLINOIS.EDU.