

FAQ: POLICY ON BACKGROUND CHECKS AND CREDENTIAL VERIFICATION

In keeping with our commitment to promote a safe and healthy learning, teaching, working, and research environment for all students, faculty, and staff and to furthering the safety and well-being of our enrolled students, employees, and volunteers, Northeastern recently reviewed and enhanced the Policy on Background Checks and Credential Verification. The enhancements will strengthen our policy and streamline the process.

WHAT DOES THE POLICY COVER?

As before, the policy covers some of the key steps the university follows as part of its commitment to successfully hiring and retaining highly qualified and talented candidates. The policy sets out the respective responsibilities of hiring units and HRM for conducting the due diligence associated with finalizing offers of employment to selected candidates.

WHAT ARE THE CHANGES REGARDING CRIMINAL BACKGROUND CHECKS?

Effective February 1 2019 criminal background checks (CORI/SORI or equivalent) will be required for all new faculty and staff hires.

In addition, current staff who have applied for and been selected for promotion or transfer will undergo a CORI check if it has been five years since their last CORI check. Current faculty who have been selected for administrative positions (e.g., deans or vice provosts) will have a CORI check if it has been five years since the last check.

Finally, faculty travelling with students on university-sponsored travel and/or who have direct access to controlled substances or specific *chemicals of interest* (that is, principal researchers and those they designate to sign-out drugs for the lab) will undergo a CORI check.

WHO IS RESPONSIBLE FOR ARRANGING FOR CRIMINAL BACKGROUND CHECKS?

The process will remain the same until August.

In August of 2019, the process for criminal background checks will be centralized in HRM. HRM will partner with Creative Services, Inc. (CSI) to conduct the criminal background check as part of the hiring process. The colleges and departments will not be required to arrange for or bear the cost of the criminal background check. Criminal background checks require the consent of the candidate. Securing that consent also will be handled by HRM as part of the new hire/transfer/promotion process.

WHAT HAPPENS IF THE CRIMINAL BACKGROUND CHECK IDENTIFIES A CONCERN?

If the criminal background check reveals a matter that is of potential concern, HRM, in conjunction with the hiring manager, will determine the best course of action.

WHO IS RESPONSIBLE FOR VERIFYING EMPLOYMENT HISTORY AND EDUCATION CREDENTIALS?

It remains the responsibility of the hiring manager and/or department to verify employment history and education credentials. In August of 2019, this process will be centralized in HRM.

WHO IS RESPONSIBLE FOR COMPLETING THE PROFESSIONAL REFERENCE CHECKS?

It remains the responsibility of the hiring manager and/or department to check three references for both new hires and internal transfers.

WHO DO I CONTACT WITH QUESTIONS?

If you have additional questions about the Policy on Background Checks and Credential Verifications, please contact your [Senior HR Business Partner, Stephen Rando](#), Interim Manager of Talent Acquisition, or [Barbara Healy Smith](#), Senior Counsel, Compliance.

