Human Resources Policy and Procedure  
Number 11.0: Pre-employment Screening  
Revision 05/31/10

Purpose  
This policy applies to all candidates for employment in regular and temporary staff positions including faculty, student and Hospital volunteer positions at the University of Anywhere (UA).

Policy  
It is the policy of the University of Anywhere that all candidates for employment in staff (regular and temporary), faculty, student and Hospital volunteer positions have certain credentials, criminal and other background information verified as a condition of employment.

Procedure  
1. Candidates for Non-Healthcare/Non-Research positions  
   a. All candidates for non-healthcare/non-research positions shall have the following background checks completed as a condition of employment with the University of Anywhere and at any other necessary time:  
      a.i. License verification  
      a.ii. Criminal History Check  
      a.iii. Sex offender registry check  
   b. It is prudent to also verify education and employment information which uniquely qualifies candidates for the position.
   c. In addition, it is strongly recommended that reference checks be completed prior to making the hiring decision.

2. Candidates for Healthcare/Research positions  
   a. All candidates for healthcare/research positions shall have the following background checks completed as a condition of employment with the University of Anywhere and at any other necessary time:  
      a.i. License verification  
      a.ii. Criminal History Check  
      a.iii. Sex offender registry Check  
      a.iv. Healthcare Sanctions Check  
      a.v. Prohibited Parties Check  
   b. It is prudent to also verify education and employment information which uniquely qualifies candidates for the position.
c. In addition, it is strongly recommended that reference checks be completed prior
to making the hiring decision.