



Pre-Employment Background Investigations Student Employees & Graduate Assistants / Interns

The Board of Regents (BOR) recently made revisions to the Pre-Employment Background Verification Policy that has been in use at Western for several years. The previous policy required all new hires of the University, except Student Employees, to successfully complete a background investigation prior to their start of employment. The recent changes that were approved by the BOR now require background investigations for certain categories of Student Employees. Below are the affected categories:

- Resident Assistants
- Graduate Assistants / Graduate Interns
- Students assigned to the Public Safety Department
- Students who handle DCL3 data as defined in the CSCU Data Management Standards (DCL3 is protected confidential data, which comprises identity and financial data)
- Students who have a fiduciary responsibility, handle cash or credit transactions, or have a primary responsibility related to finance or budget
- Students deemed by the institution's chief human resources officer to be in safety or security-sensitive positions

For the above group of individuals, the following items will be searched:

- Social Security Trace or SSN Validation: CBSV (Consent Based SSN Verification)
- County/Statewide Criminal Search (where lived, worked, attended school – as obtained from disclosure form or Social Security Trace)
- Federal Criminal Search (where lived, worked, attended school – as obtained from disclosure form or Social Security Trace)
- Multi-Jurisdictional Criminal Search (includes National Sex Offender)

The revised policy applies to all hires, beginning with the Fall 2015 semester. For example, if an individual has been employed as a Resident Assistant for the last two (2) years, they will still be required to have a background investigation conducted for them. However, once an individual successfully completes a background investigation, they will not need to have another one conducted unless they have a break in service of more than one (1) year.

The [Student Employee Appointment Form](#) has been revised. As you will notice, the Hiring Department Information section now includes a question about the type of access your Student Employee will have. If you check the “Yes” box, this is what will prompt the Human Resources Department that a background investigation will need to be conducted. In this case, once we receive the completed Student Employee Appointment Form from the Financial Aid & Student Employment Department, we will then contact the potential Student Employee directly regarding the background investigation process. Once the Student Employee submits the necessary, properly completed paperwork, it will take approximately three (3) to five (5) business days to complete the background investigation process. Once HR receives the results a Human Resource staff member will communicate the results to the Department Supervisor and Student Employee.



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If, for some reason, the Student Employee does not successfully complete the background investigation, I will contact the department head to discuss the appropriate next steps. Our intention is to complete the background investigation for all Student Employees prior to the department's desired starting date, but this may not always be possible. If this is the case, the Student Employee will be permitted to begin employment prior to the background investigation being successfully completed, but please be aware that if they fail the background investigation, then HR will have no choice but to end their employment immediately.

With regards to Resident Assistants, once the Human Resources Department receives the completed [Student Employee Stipend Form](#) it will prompt us to contact the Student Employee in order to begin the background investigation process.

As for Graduate Assistants/Interns, once the Human Resources Department receives the appropriate appointment form for them, it will prompt us to contact the Graduate Assistant/Intern in order to begin the background investigation process.

If you have any questions please feel free to contact Fred Cratty at 203-837-8665 or via email at crattyf@wcsu.edu.