

Background Checks – Best Practices

As stated in UC Policy [PPSM 21](#):

“An offer of employment, oral or written, must be contingent upon completion of a satisfactory pre-employment background check. The background check process should be initiated only after a conditional offer of employment has been extended to the candidate. The background check process should be initiated only after a conditional offer of employment has been extended to the candidate.”

Meaning, background checks can only be conducted after a conditional employment offer has been extended to the candidate. This is to ensure that candidates are not being negatively and/or unnecessarily impacted by the background check process.

Positions that work directly with patients, minors, handle keys or other positions that handled sensitive information require a background check. Be sure to ensure you’ve done due diligence before hiring anyone into a position that is designated as critical.

In addition, there are vendors available who specialize in facilitating background checks.

For the policy on background checks, see the link below and since local procedures may vary, consult with your local human resources representative if you have questions. Refer to UC Policy [PPSM 21](#) for more information.