

- I. **POLICY**: John Carroll University will conduct pre-employment screenings including a

Criminal convictions or pending criminal charges related to routine traffic-related infractions (e.g., speeding, unsafe movement, improper equipment) are not required to be reported under this policy unless driving is a part of assigned or required job duties of the position. In these circumstances, the employee must report any traffic-related conviction or charge under the provisions of this policy.

V. PROCEDURES:

- A. Pre-employment screenings including criminal background checks will be performed once a final candidate has been identified for employment.
- B. All final candidates for employment will be required to provide a written release to authorize a pre-employment screening using the authorized University form.
- C. It is a condition of employment that all final candidates submit to the required pre-employment screening procedures.
- D. All verbal employment offers will be conditional upon successful completion of all appropriate pre-employment screenings.
- E. All written employment offers will be extended only after the review and successful completion of all required pre-employment screenings.
- F. Results of pre-employment screenings will be reviewed by the Human Resources Department in conjunction with the hiring manager and other appropriate University administrators.
- G. Human Resources, in consultation with the hiring manager and other appropriate University administrators, will determine whether any information on the pre-employment screening results would preclude the candidate from being employed.

- O. The Human Resources Department shall maintain records regarding pre-employment screenings, including criminal background checks, in as confidential a manner as possible.

VI. CROSS REFERENCES:

Employment-At-Will Policy

Employee Records and Information Policy

Employment Verification Policy

Hiring Policy

Minors on Campus Policy

University Vehicles Policy