Office of Human Resources

Frequently Asked Questions (FAQs)
University Hiring Process
New Background Check Process

April 3, 2017

1. **What is the new background check process for University new hires and rehires?**

The Office of Human Resources (OHR) has automated the background check process using HireRight, an employment screening service. With the addition of this online service, it is no longer required for some University new hires and rehires to get fingerprinted as a form of background check prior to employment.

2. **When does this new business process regarding background checks begin?**

The new background check process will begin immediately for all University new hires.

3. **When is fingerprinting still required for new hires and rehires as a form of background check?**

Fingerprinting as a form of background check is still required for all employees who work with minors. Examples of new hires and rehires that would require fingerprinting are all employees who work in the James Edgar McDonald Child Development Center or work with the summer programs such as the Summer Academic Success Academy, Forensic Science Summer Camp, and Coppin State Tennis Camp.

4. **Who is required to take a background check?**

All University new hires are required to take a background check, and all rehires who have not been employed by the University for a period of three months or more. Specifically, faculty, adjunct faculty, Regular, and Contingent I and II positions are required to take a background check.

Additionally, all University volunteers are required to complete a background check.

5. **Are there any exceptions for new hires that are not required to take background checks?**

Work study students and other student workers are not required to take a background check, with the exception of student workers who work in a college/department or summer program directly with minors.

6. What is the benefit to the University of the new background check process?

The new automated background check process will significantly reduce the waiting time for new hires and rehires to begin employment by eliminating the current requirement to be fingerprinted at an offsite location. Additionally, we can immediately enter new hires and rehires into our payroll system, once all pre-employment checks have been completed inclusive of the new automated background check.

7. What document is required for the Office of Human Resources to direct an adjunct faculty or Contingent I selected finalist(s) to submit an online application to the Coppin career portal?

The receipt by the Office of Human Resources of an approved position Requisition Transition Form (RTF) from the colleges/departments will serve as the prompt to provide the email communication to new hires and rehires to submit an online application through the Coppin career portal. The completion of this online application will allow the OHR to begin the background check and other pre-employment processes.

8. What specific business process changes are taking effect with the new background check process?

There are two specific changes that will go into effect immediately with the new background check process:
   i.   All University hires and rehires will be required to submit an online application in the Coppin career portal including adjunct faculty and Contingent I applicants.
   ii. Adjunct faculty and Contingent I new hires and rehires will receive an email notification from the Office of Human Resources which will provide a direct link to the Coppin career portal in order to submit an online application.

9. When are all new hires and rehires able to begin employment with the University?

New hires and rehires are able to begin employment with the University when they have successfully completed a background check and all other pre-employment checks to include references, employment verification, education verification, and a credit check when applicable.

Only new hires and rehires that have been added to the University payroll and receive approval from the OHR may begin employment with the University. OHR will send an email notification to managers once all pre-employment checks have been completed for new hires and rehires.

10. Where can I find more information on the University background check policy?

You can find more information regarding the USM background check policy at the following website: http://www.usmd.edu/regents/bylaws/SectionVII/ .

11. **Who should I contact if I require additional information regarding the new background check process?**

For any additional questions, please send an email to HR@coppin.edu or call the Office of Human Resources directly at 410-951-3666.