



## EMPLOYMENT BACKGROUND SCREENING POLICY

All offers of employment at The University System of Maryland Foundation, Inc. (USMF) are contingent upon a background check. Background checks will be conducted on all final candidates and, in some circumstances, on employees who are promoted.

Background checks may include:

- **Social Security Verification:** validates the applicant's Social Security number, date of birth and former addresses.
- **Prior Employment Verification:** confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure and eligibility for rehire. This verification will be run on the past two employers or the previous five years, whichever comes first.
- **Educational Verification:** confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.
- **Criminal History:** includes review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:
  - The nature of the crime and its relationship to the position.
  - The time since the conviction.
  - The number (if more than one) of convictions.
  - Whether hiring, transferring or promoting the applicant would pose an unreasonable risk to the business, its employees or its customers and vendors.
- **Motor Vehicle Records:** provides a report on an individual's driving history in the state requested. This search will be run when driving is an essential requirement of the position.
- **Credit History:** confirms candidate's credit history.

Final candidates must complete a background check authorization form and return it to USMF.

USMFs will order the background check upon receipt of the signed release form.

USMF General Counsel will review the results of the background check and will notify the appropriate hiring personnel regarding the results. If a decision not to hire or promote a candidate is made based on the results of a background check, there may be certain additional Fair Credit Reporting Act (FCRA) requirements that will be handled by USMF in conjunction with the employment screening service (if applicable).

Background check information will be maintained in a file separate from employees' personnel files for a minimum of five years.

The University System of Maryland Foundation, Inc. reserves the right to modify this policy at any time.