

Background Check Flow Chart for Staff, MPP's, and Full-Time Faculty

Do Staff, MPPs and Full-Time Faculty need a background check?

Answer: Background checks are required for all newly hired employees. In addition, current employees who are under voluntary consideration for a position in which a background check is required by law, or who are under voluntary consideration for a position designated as sensitive are required to undergo a background check.

Rehire Exception: Any former employee who is *re-appointed* to a CSU position without a break in service of twelve (12) months or more, will not be subject to the background check requirements appropriation to the new position. However, if the employee is re-hired and his/her job duties have changed, it is necessary to determine if their new position is considered sensitive. If it is determined that they are employed in a sensitive position, a background check will need to be cleared before the employee may begin working.

*Voluntary applies to transfers, reclassifications, reassignments, and new appointments.

Background Check Process:

Recruitment is conducted by the hiring department

Hiring department selects final candidate

Staff or MPP

Hiring department contacts designated Human Resources Manager if hiring a staff member or MPP. Manager will submit background check request form to backgroundcheck@csusb.edu

*Background check request form can be found at <https://www.csusb.edu/human-resources/employment/background-check-policy>

Full-time Faculty

Hiring department contacts designated Academic Personnel Manager if hiring a full time faculty member. Manager will submit background check request form to backgroundcheck@csusb.edu

*Background check request form can be found at <https://www.csusb.edu/human-resources/employment/background-check-policy>

HR will submit the request to Accurate Background Inc. Accurate Background Inc. will notify HR when results are ready to view and approve.

*The estimated turn around time for results is up to 14 business days.

Once the results have been reviewed and approved, HR will notify the HR Manager/Faculty Affairs & Development on candidate's employment eligibility