



May 3, 2007

MEMORANDUM

TO: Vice Presidents, Deans, Chairs, and Directors
HRPartners

FROM: Brett L. Morris
Assistant Vice President for Human Resources

SUBJECT: Implementation of Online Authorization for Criminal Background Checks
(OHR 2007-022)

The Office of Human Resources is pleased to notify you of an enhancement to the Online Employment System (OES). Effective May 3, 2007, the OES can be utilized to process requests for criminal background checks for Classified and Administrative and Professional (A&P) job candidates. No action is required by the department.

It is no longer necessary to request that your final candidates for staff positions complete an *Authorization for Security Background Check* form. All applicants for open staff positions (both Classified and A&P) will be asked to give their authorization for a background check online during their application process.

Since faculty and student recruitments are not processed through the OES, it is unfortunately not possible to handle criminal background checks for them in the same way we are able to for Classified and A&P employees.

The Office of Human Resources hopes that this change will streamline your recruitment process. Please contact any member of our Recruitment and Compensation Team at 567-2600 should you have questions regarding this enhancement.

OHR 2007-021