

## **Policy 701.9 – Employee Selection Criteria & Background Checks**

Date Adopted: 2/7/07

Issuing Office: Administration & Finance

Date Revised:

Approved By:

References: Montana Constitution, Article II; 46-18-801, M.C.A.

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### **I. POLICY**

Criminal background investigations may be required in evaluating an applicant's suitability for a specific position at the University of Montana Western.

### **II. PURPOSE**

The University is committed to protecting the security, safety, and health of faculty, staff, students and others, as well as safeguarding the assets and resources of UMW.

### **III. PROCEDURES**

The Human Resource Services department at UMW is responsible for developing and insuring adherence to standards for determining when applicant background investigations are job-related and permissible in evaluating an applicant's suitability for a position.

The Vice Chancellor for Administration & Finance/Student Affairs, in consultation with the University Legal Counsel, will approve/deny disqualification of convicted felons based on job-related considerations.

In the event a hiring authority requests the inclusion of a background investigation in the selection criteria for a specified position, such request shall be made to the Vice Chancellor for Administration & Finance/Student Affairs. Position duties and responsibilities will be evaluated. In general, background investigations are permissible if a position:

- has regular access to confidential criminal justice information;
- is directly responsible for students or employees' safety and/or health; or
- has direct responsibility for the custody of cash and financial control.

When a background investigation has been determined to be a relevant selection criterion, notice of the requirement will be included in the position vacancy announcement.

An approved background investigation will be completed only as the final step of the selection process and will be conducted in accordance with the following guidelines:

- Requests for and results of background investigations will be maintained in a confidential manner.
- Upon receipt of request from the hiring authority to hire a specific individual, a request will be made for completion of a background investigation.

An offer of employment may be extended pending the outcome of a criminal background investigation. Individuals hired will be notified by the hiring authority that employment is contingent upon a satisfactory criminal background investigation and that they are subject to immediate dismissal if the results of the investigation are unacceptable. Hiring authorities will pay the cost associated with background investigations.

**IV. AUTHORITY**

Montana Constitution, Article II; 46-18-801, M.C.A.

**V. RESPONSIBILITY**

Vice Chancellor for Administration & Finance/Student Affairs, Associate Director of Human Resource Services, University Legal Counsel