

Policy on Background Checks

Annual Report

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Reported to the Board of Trustees
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UNIVERSITY OF ILLINOIS SYSTEM

The logo for the University of Illinois System, consisting of three horizontal bars in orange, red, and black.

Background

- University policy approved at September 10, 2015 Board of Trustees Meeting (revised January 2016)
 - Implemented November 1, 2015
 - Offers of employment contingent upon completion of a background check (criminal record does not automatically exclude an individual from being considered for or being offered employment)
 - Each university and system office administers and maintains procedures for conducting and reviewing background checks

Background

- Background checks conducted on *New Employees* and *Current Employees transitioning into positions that are security sensitive or critical, which require background checks.*
 - Faculty
 - Post-Doctoral Research Associates
 - Interns
 - Residents
 - Academic Professionals (including Academic Hourly)
 - Civil Service (including Extra Help)

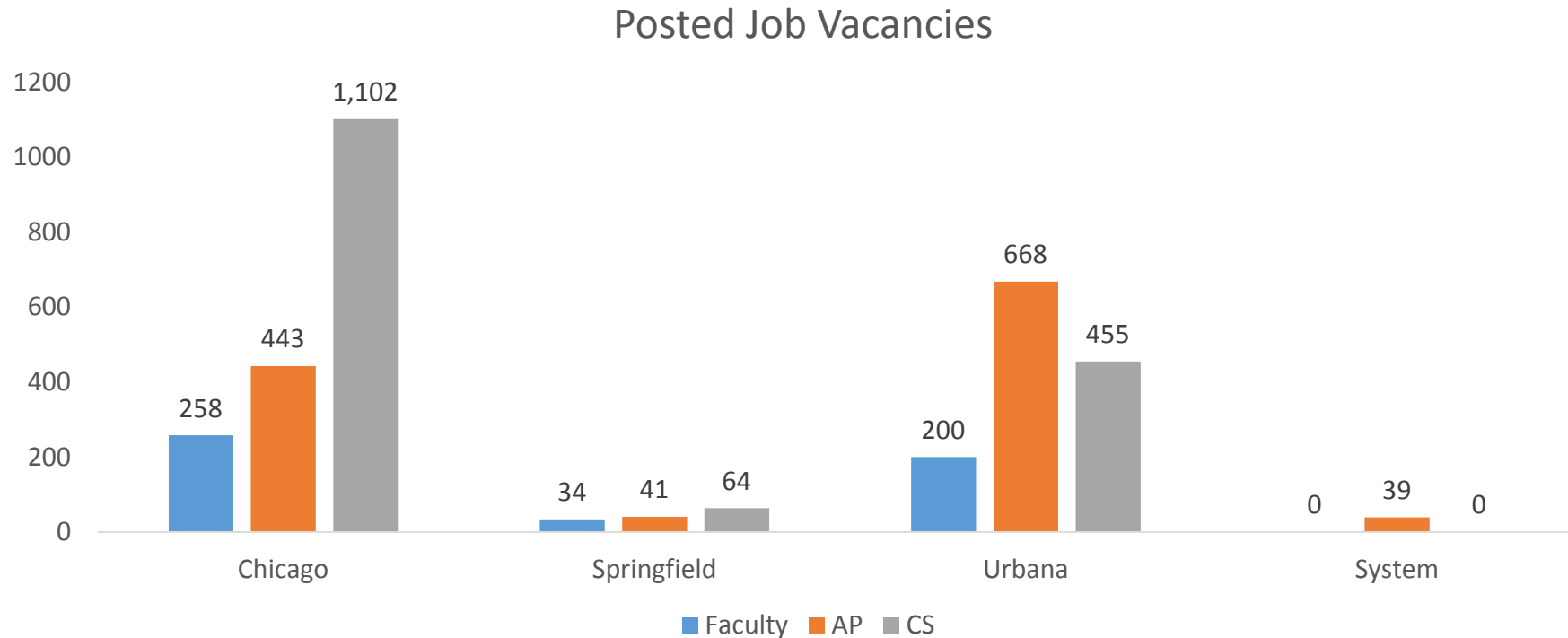
Background

- Except when stipulated in the university, system, and UIHHSS guidelines and/or procedures, background checks are generally not conducted on:
 - Undergraduate Student Employees
 - Graduate Student Employees
 - Pre- or Post-Doctoral Fellows
 - Volunteers
 - Individuals appointed to non-paid positions
 - Contractors or individuals employed by another entity who are not otherwise subject to the UI Protection of Minors Policy or who will not be assigned to a designated security sensitive or critical position

Annual Report Information

- Reporting Timeframe – November 1, 2015 to October 31, 2016
 - Number of Job Vacancies
 - Number of External and Internal Applicants
 - Number of Background Checks Conducted
 - Background Check Costs
 - Number of Offers Withdrawn Due to Background Check Results

Number of Job Vacancies

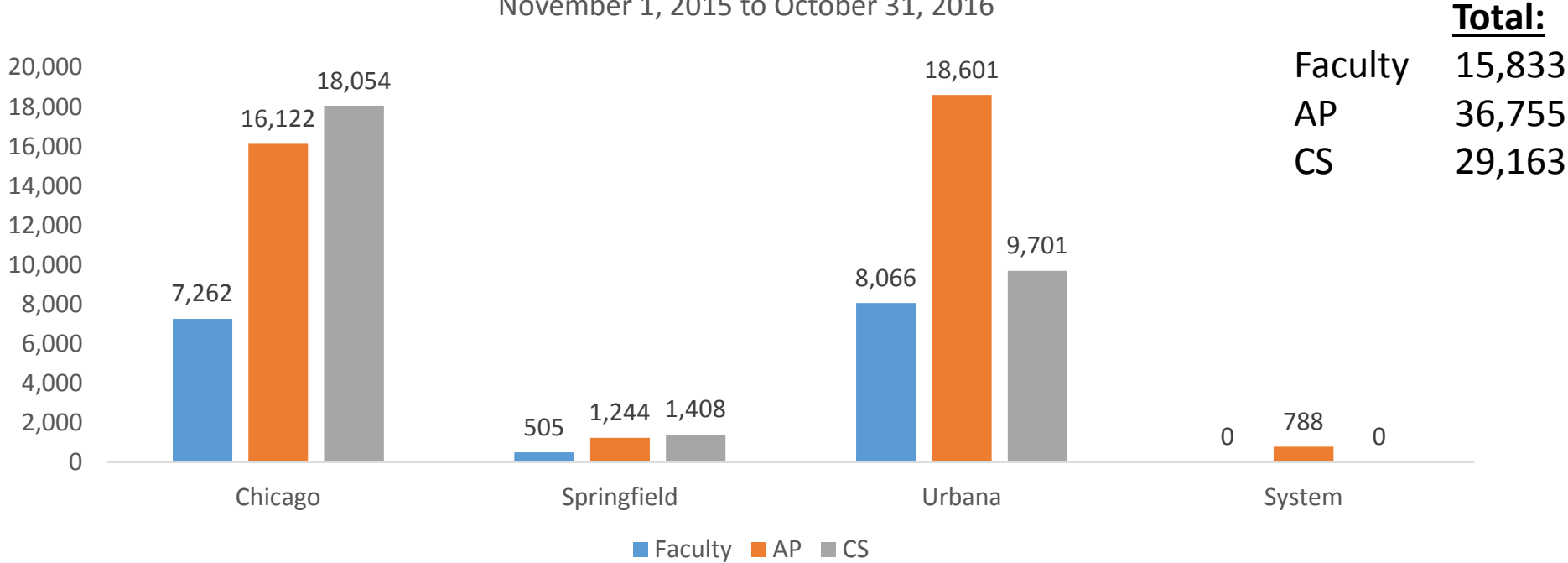


Includes Faculty, Academic Professional, and Civil Service open vacancies or open testing (Civil Service) posted via HireTouch. System civil service postings are included with each university total.



Faculty and Academic Professional Applicants and Civil Service Exam Requests – 2015/2016

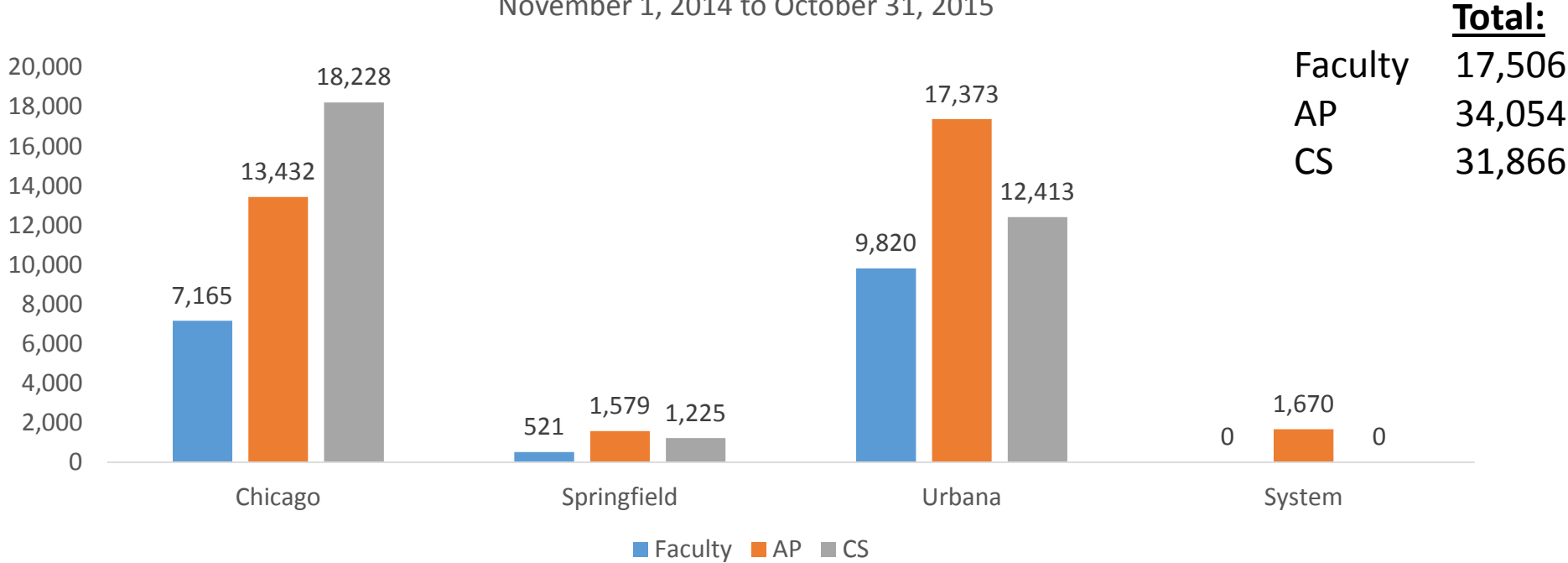
Applications and Civil Service Exam Requests
November 1, 2015 to October 31, 2016



System Civil Service Exam Requests are included in each university total.

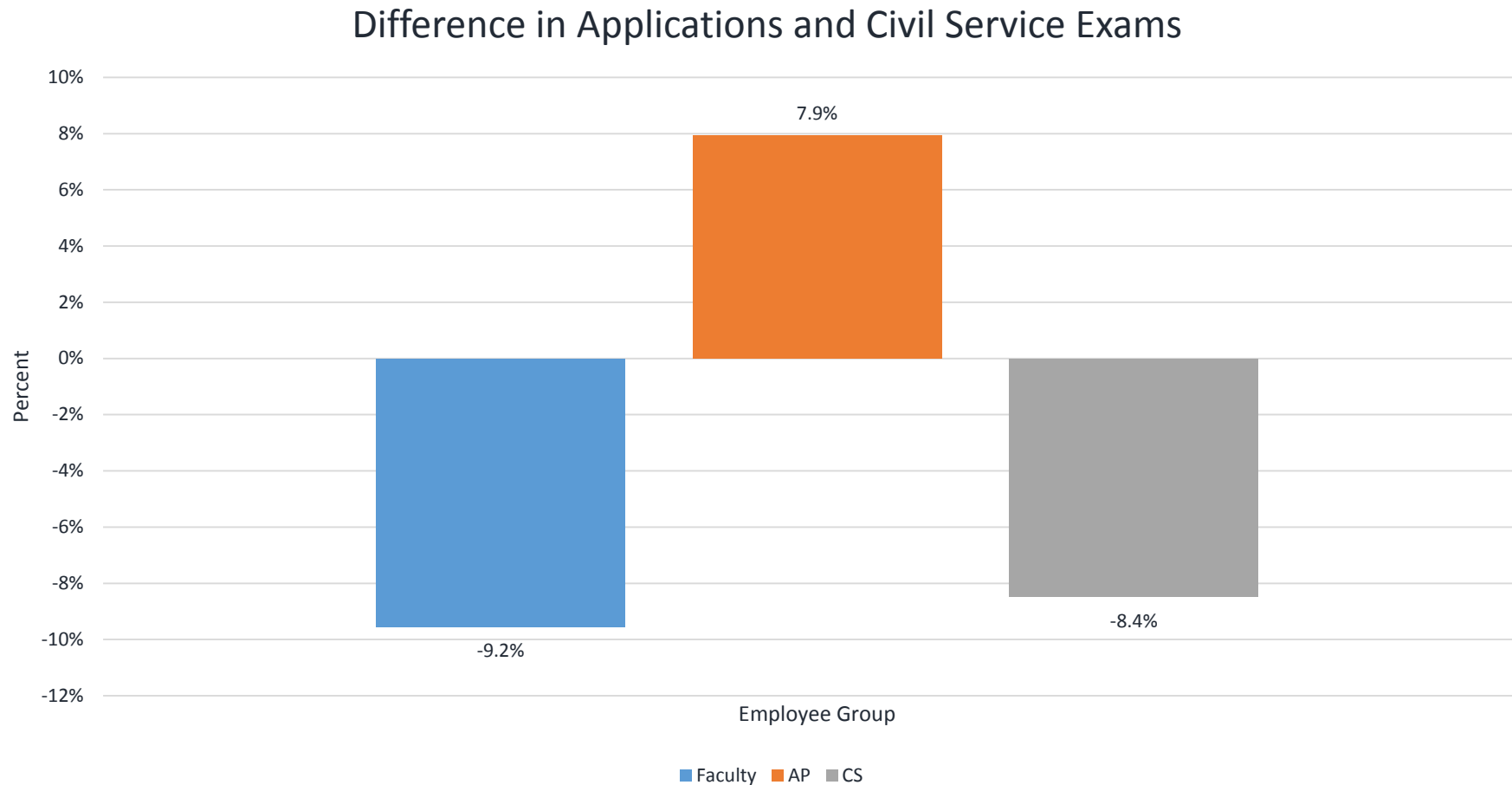
Faculty and Academic Professional Applicants and Civil Service Exam Requests – 2014/2015

Applications and Civil Service Exam Requests
November 1, 2014 to October 31, 2015

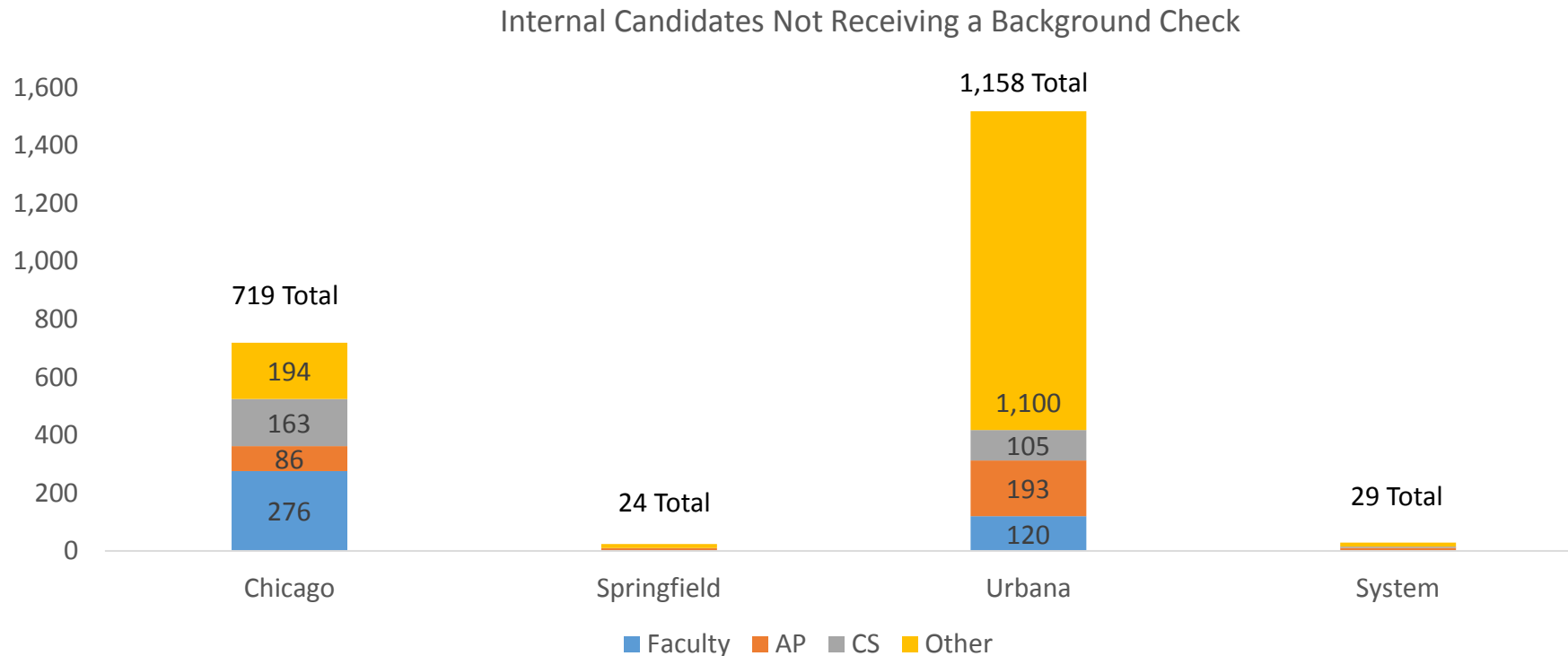


System Civil Service Exam Requests are included in each university total. System office implemented a hiring freeze in July 2015 after operating under a soft hiring freeze which accounts for the decline in AP applications.

Difference in Applicants and Civil Service Exams 2014-2015 vs 2015-2016



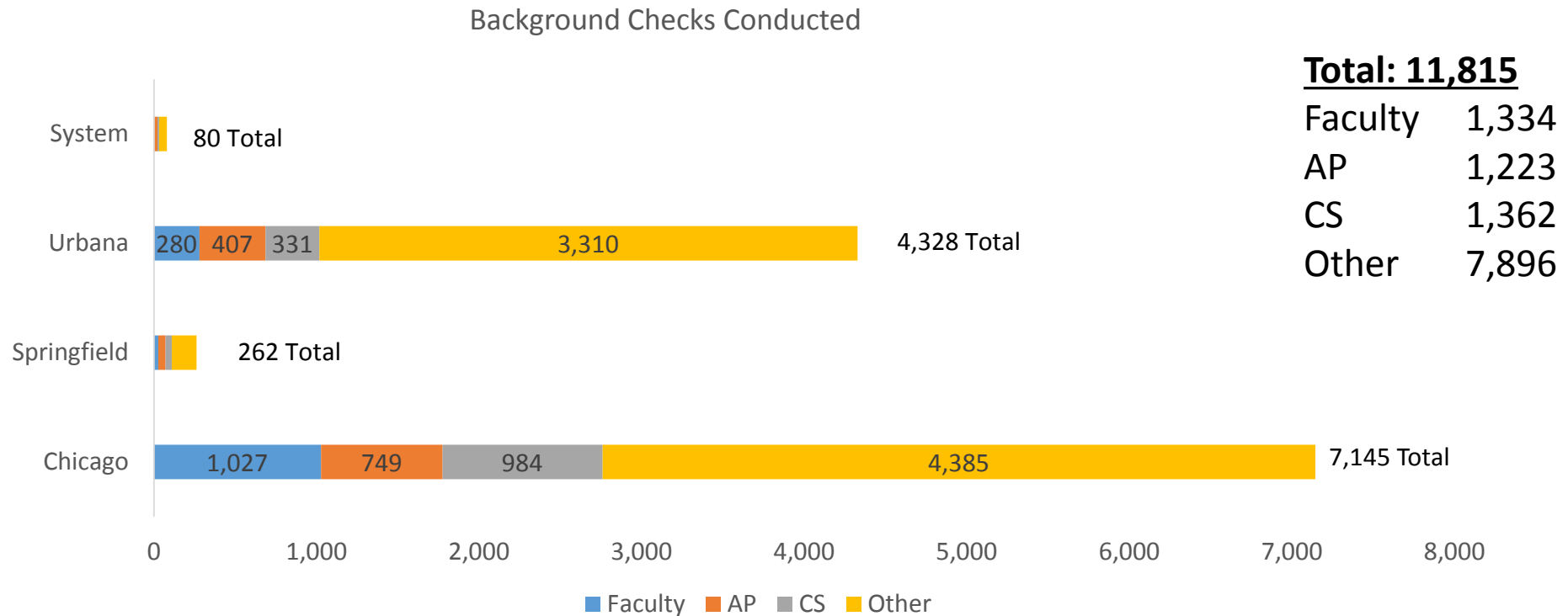
Number of Internal Candidates



These numbers represent current UI Faculty, Academic Professional, and Civil Service employees who applied for posted positions or who applied to take a Civil Service exam. Internal candidates include those who filled a vacancy but a background check was not done because (1) a check was conducted within the last two years, or (2) it was not a security-sensitive or Protection of Minors position.

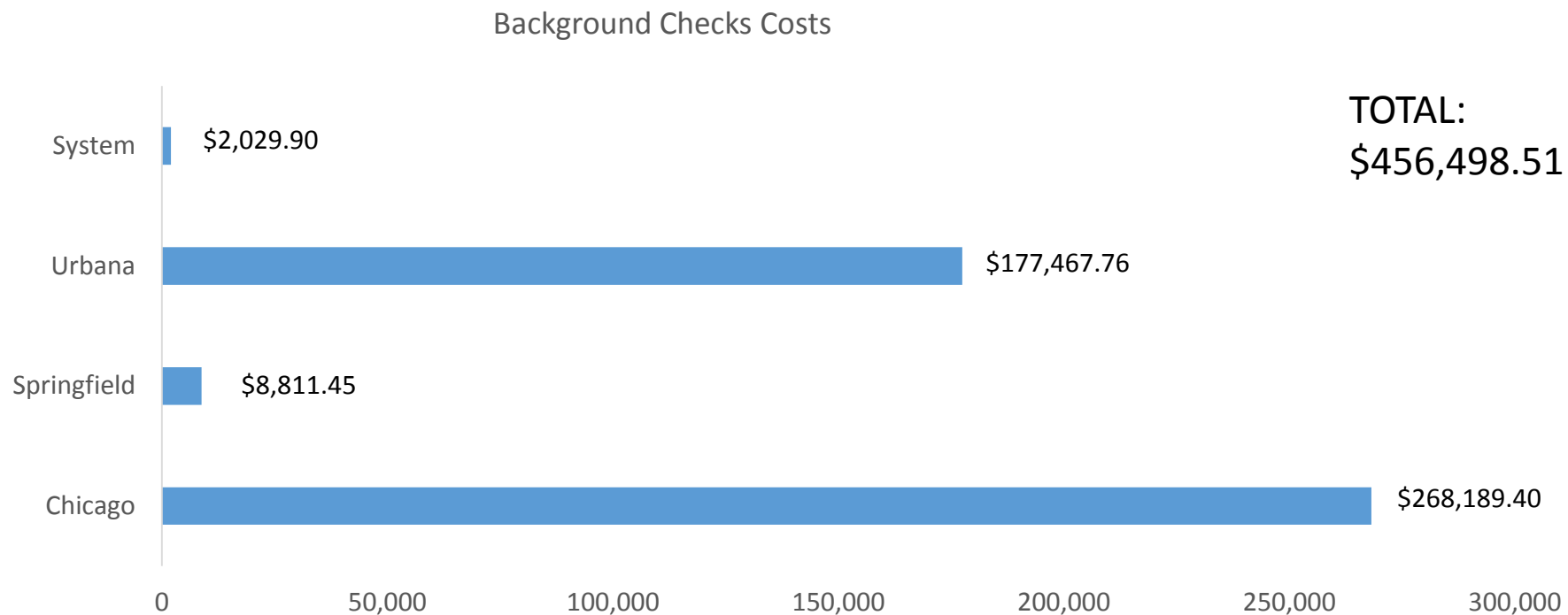


Number of Background Check Conducted



* Other includes checks done on applicants or employees not related to an open search (e.g. summer camps) or searches not conducted via HireTouch (e.g. through a search firm). These figures include ALL background checks conducted including new hires and individuals who transition into a position that is security-sensitive or falls under the Protection of Minors policy.

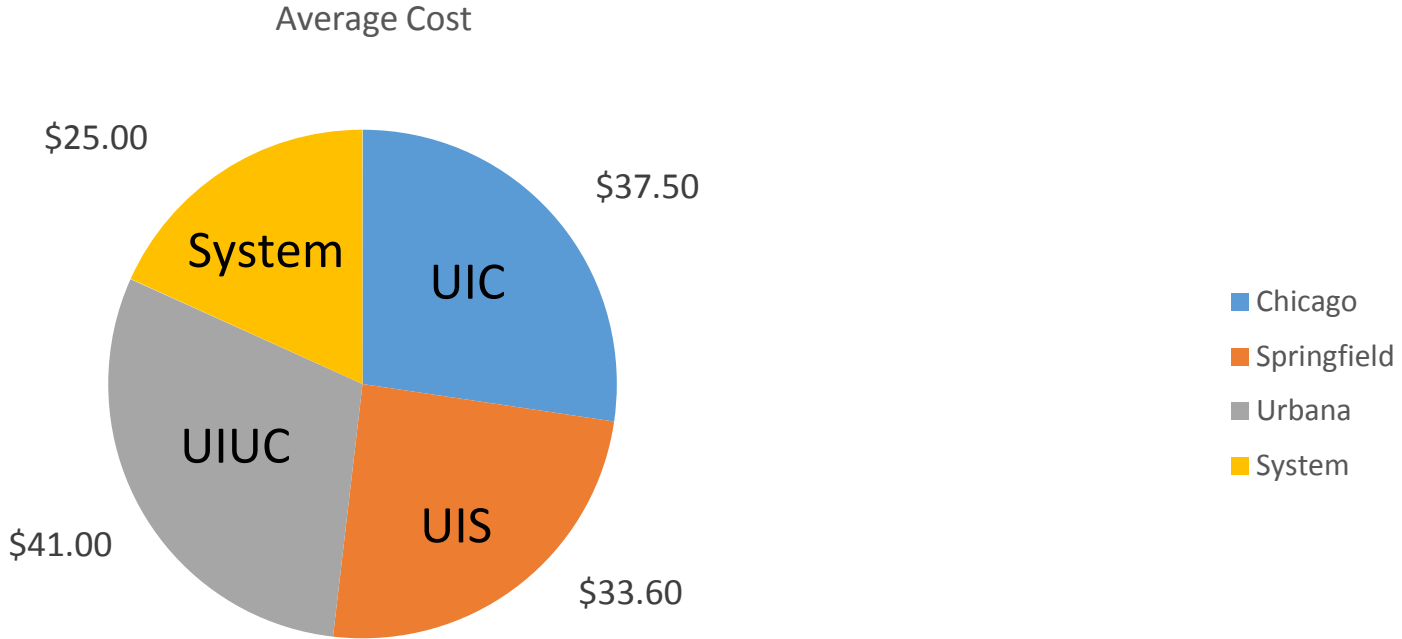
Total Background Check Cost for Reporting Period



The total cost reflects all background checks conducted for the time period November 1, 2015 – October 31, 2016.



Average Background Check Cost by University



Number of Offers Withdrawn

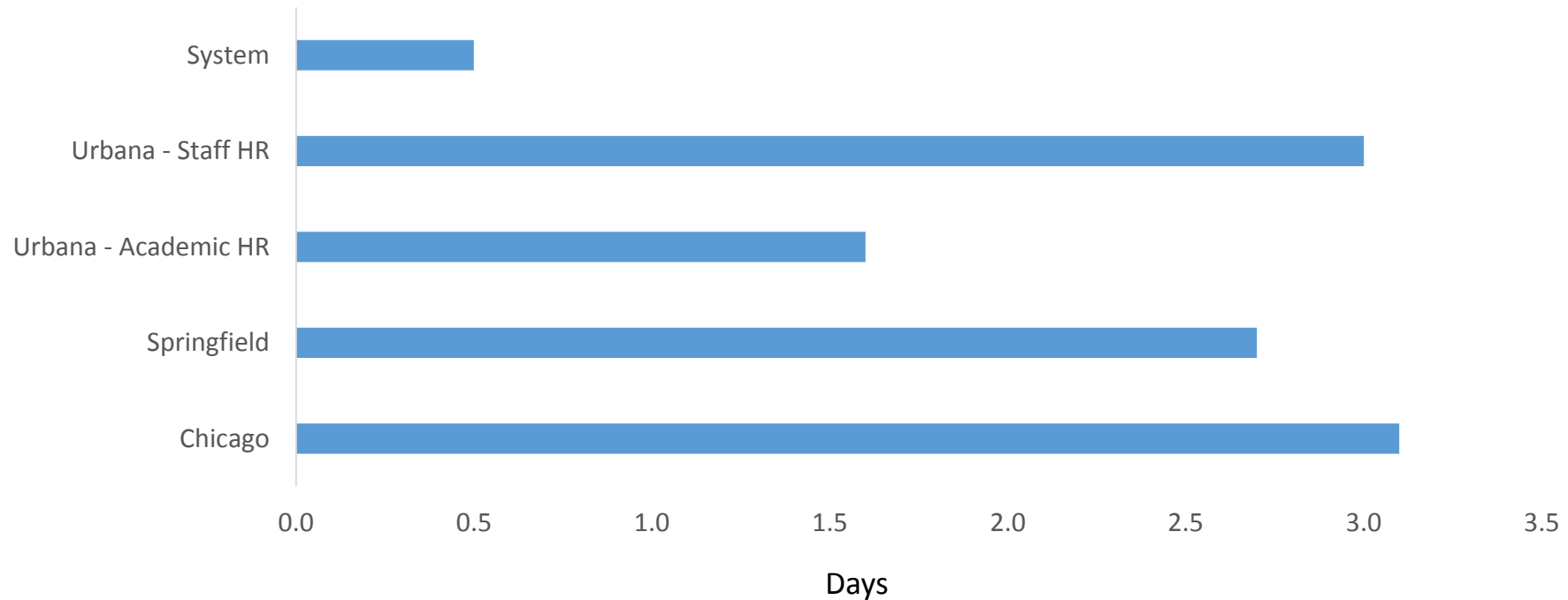


These numbers reflect the number of job offers withdrawn as a result of the background check review process. 11 withdrawn offers represents .01% of the total background checks conducted during the 12-month period.



Background Check Turnaround Time

Average Days Turnaround Time – November 2016



Impact Analysis

- Background check process typically does not slow down recruitment process
 - Average turnaround time = Less than 3 days
- Background check process has not had an adverse impact on recruitment
 - Number of applicants remained relatively consistent and specific decreases likely due to economic conditions, attrition, and uncertainty with state budget.
 - Vacancy and applicant numbers are correlated and are likely impacted by our budget.
- Background check process has not prevented final candidates from being hired

