Policy on Background Checks

Annual Report

Jami Painter
Interim Associate Vice President for University Human Resources

Reported to the Board of Trustees
January 19, 2017
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 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)
• 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  - Number of Offers Withdrawn Due to Background Check Results
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.

University of Illinois System
Faculty and Academic Professional Applicants and Civil Service Exam Requests – 2014/2015

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

Difference in Applications and Civil Service Exams

- Faculty: -9.2%
- AP: 7.9%
- CS: -8.4%

Percent change in Applications and Civil Service Exams for different employee groups.
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

Background Checks Conducted

- System: 80 Total
- Urbana: 280 Faculty, 407 AP, 331 CS, 4,328 Total
- Springfield: 262 Total
- Chicago: 1,027 Faculty, 749 AP, 984 CS, 4,385 Total

Total: 11,815
- Faculty: 1,334
- AP: 1,223
- CS: 1,362
- Other: 7,896

* 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.
The total cost reflects all background checks conducted for the time period November 1, 2015 – October 31, 2016.
Average Background Check Cost by University

- **System**: $37.50
- **UIUC**: $41.00
- **UIS**: $33.60
- **UIC**: $25.00

**University of Illinois System**
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

- System
- Urbana - Staff HR: 3.0
- Urbana - Academic HR: 2.5
- Springfield: 3.0
- Chicago: 3.0

Days
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