

Reported to the Board of Trustees
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Policy on Background Checks

Annual Report

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

* Checks are not conducted on current employees if one has been conducted within the last two years, unless the position is in the UI Hospital which always requires a check.

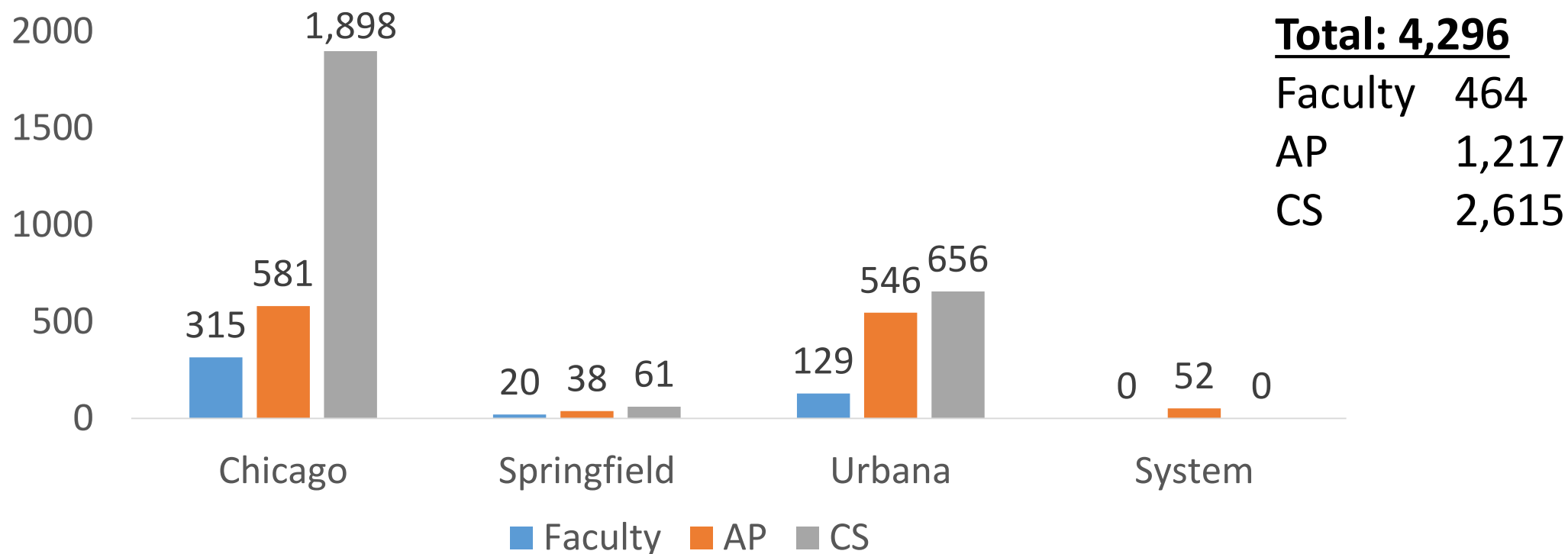
Background

- Background checks are generally not conducted on the following except if stipulated in the policy:
 - 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

Annual Report Information

- Reporting Timeframe – November 1, 2016 to October 31, 2017
 - Number of Posted Job Vacancies
 - Number of External and Internal Applicants
 - Number of Background Checks Conducted
 - Number of Applicants Per Search
 - Background Check Costs
 - Number of Offers Withdrawn Due to Background Check Results

Number of Posted Job Vacancies

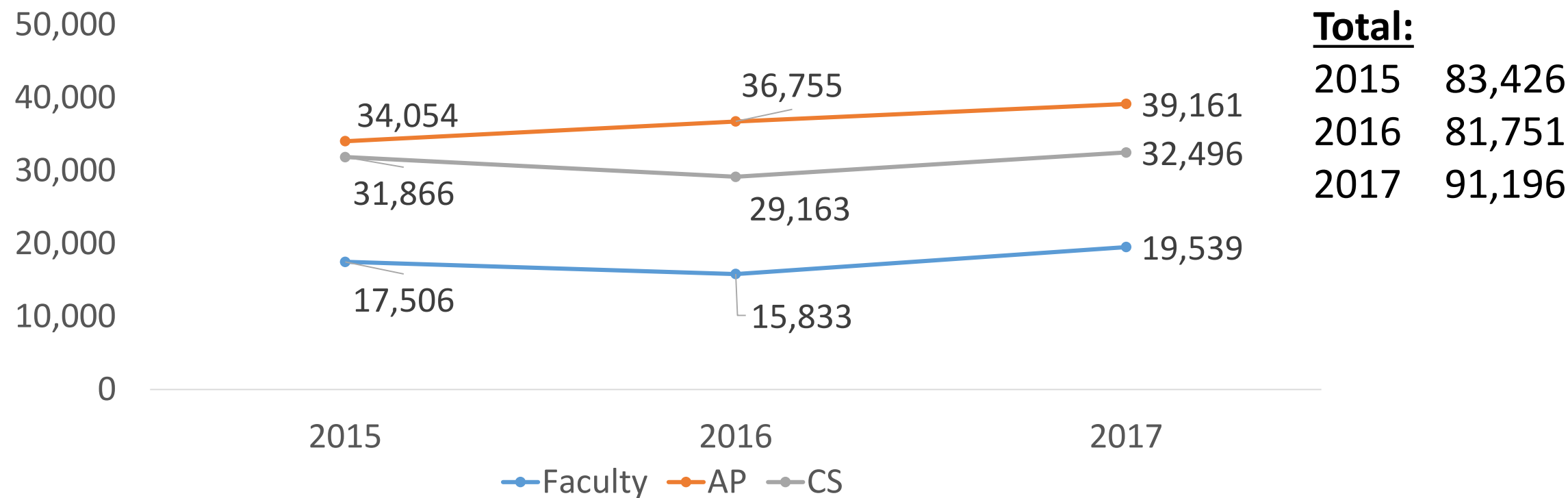


Includes Faculty, Academic Professional, and Civil Service open vacancies or open testing (Civil Service) posted via HireTouch. System civil service postings are included with each university total.

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Faculty and Academic Professional Applicants and Civil Service Exam Requests – 2015-2017*



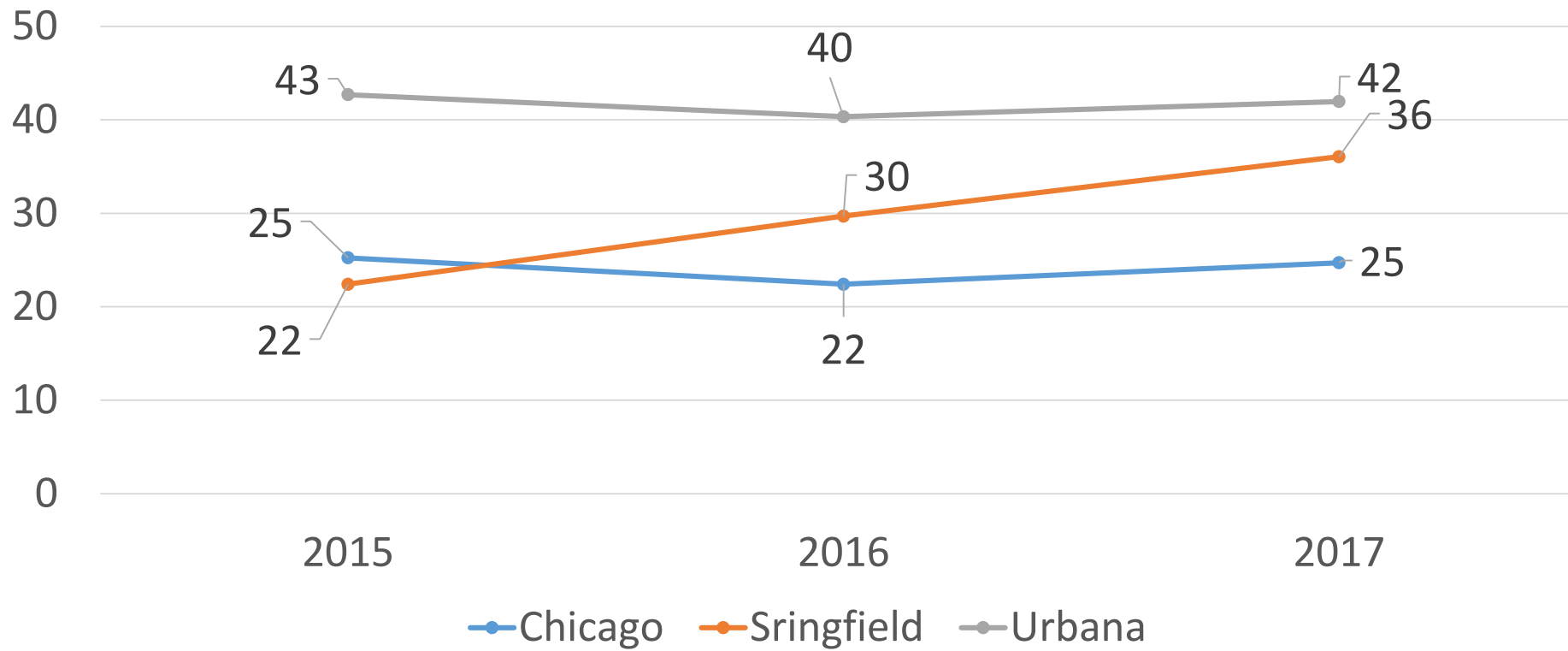
* (2015) = November 1, 2014- October 31, 2015; (2016) = November 1, 2015-October 31, 2016;
and (2017) = November 1, 2016-October 31, 2017

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Applicants Per Search: Faculty

Faculty – Average Number of Applicants Per Search



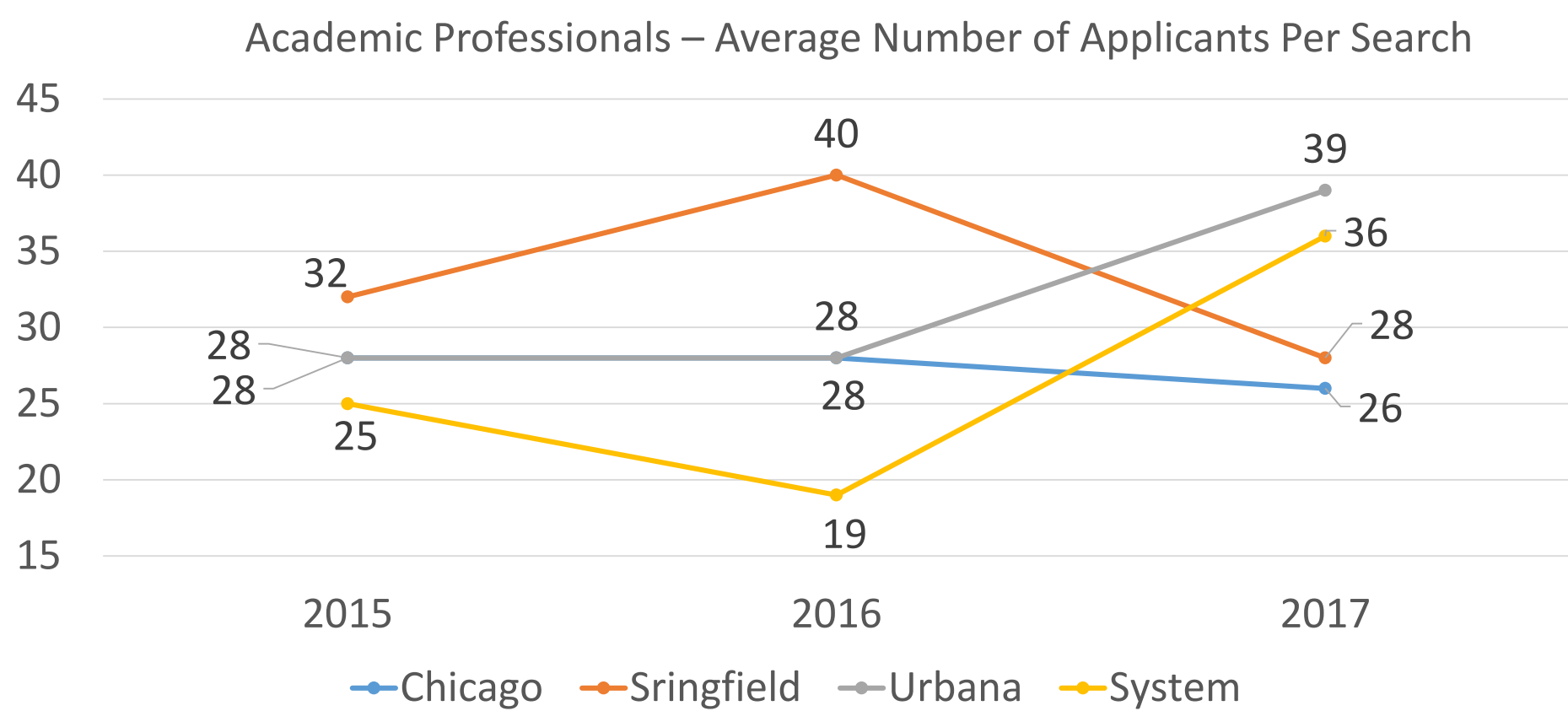
System Average

2015: 32

2016: 29

2017: 33

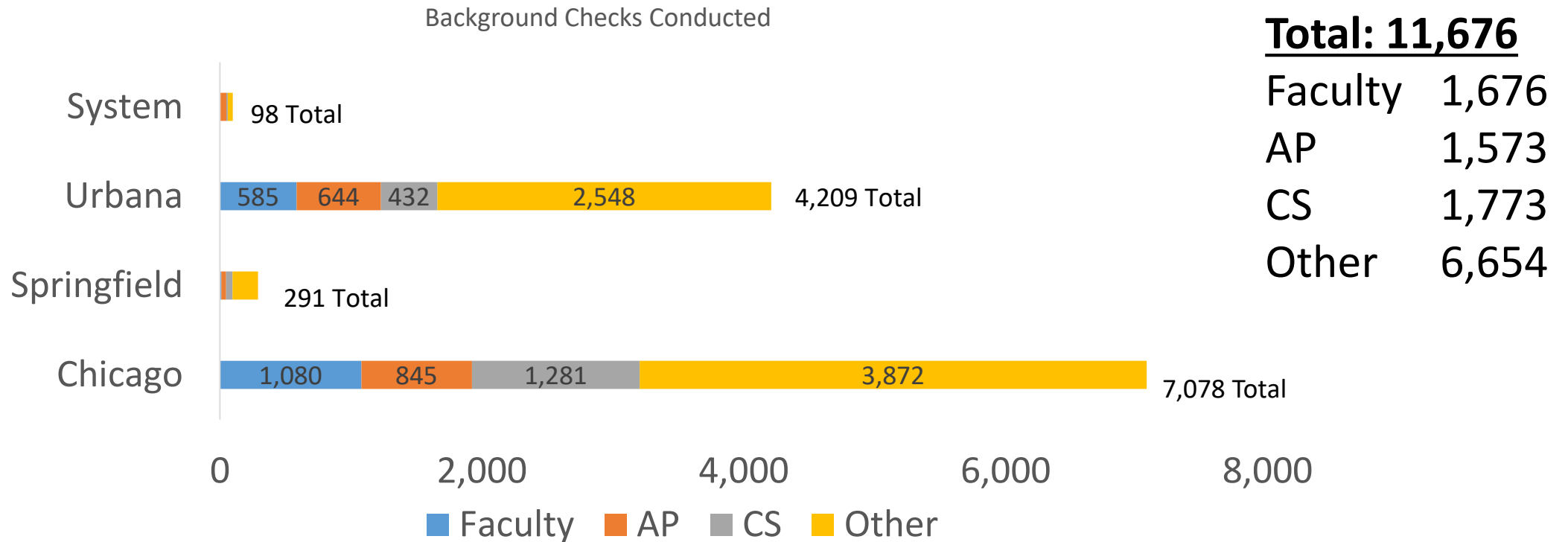
Applicants Per Search: Academic Professionals



System Average

2015:	28
2016:	28
2017:	32

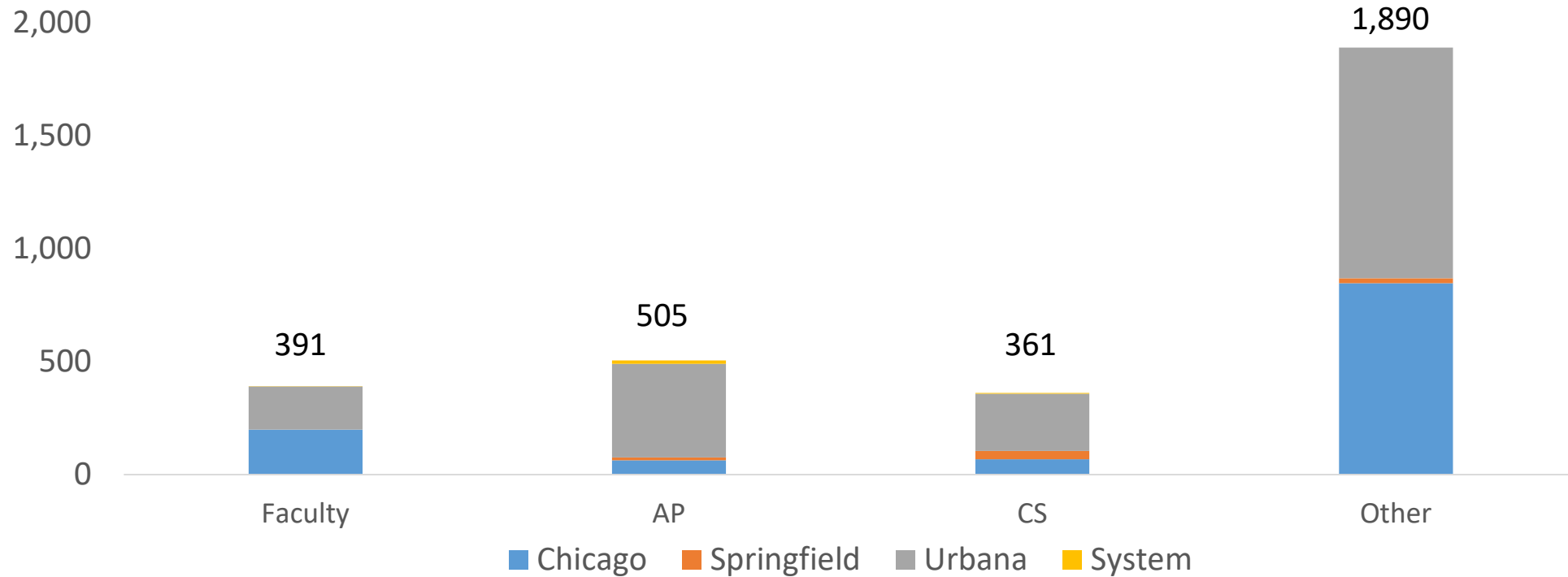
Number of Background Check Conducted



* 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.

Number of Internal Candidates: Faculty, Academic Professionals, and Civil Service

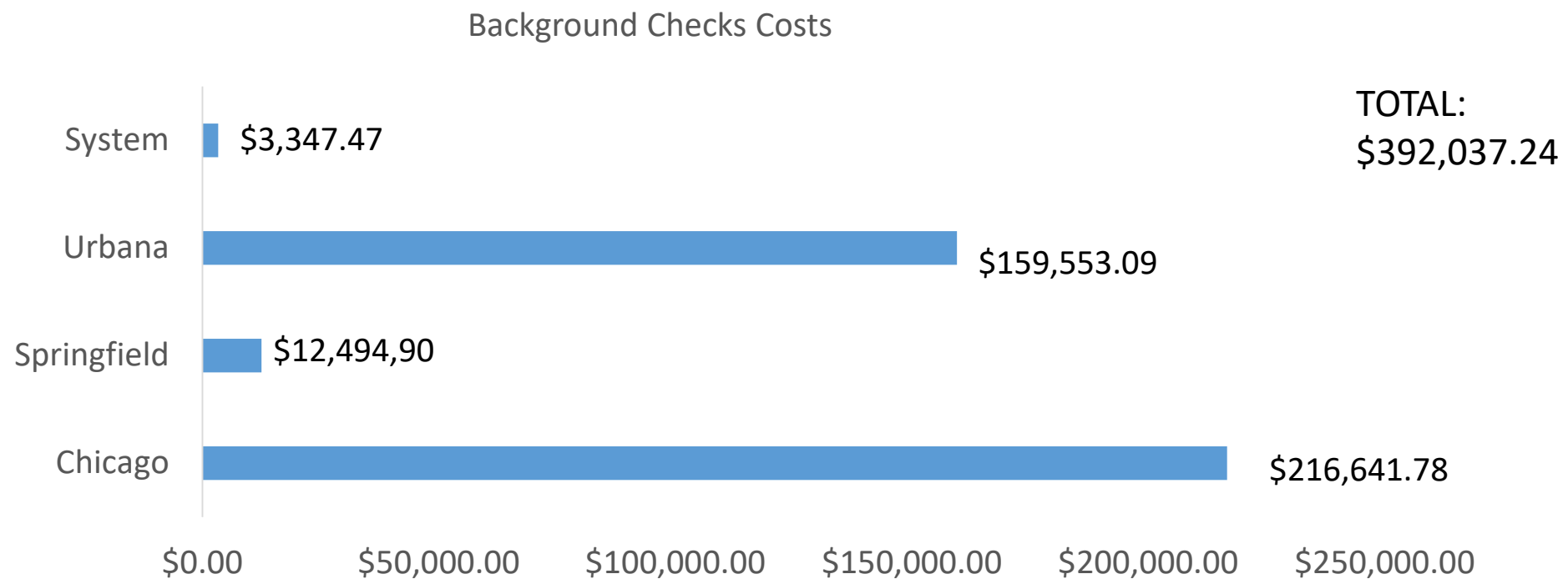
Internal Candidates Not Receiving a Background Check



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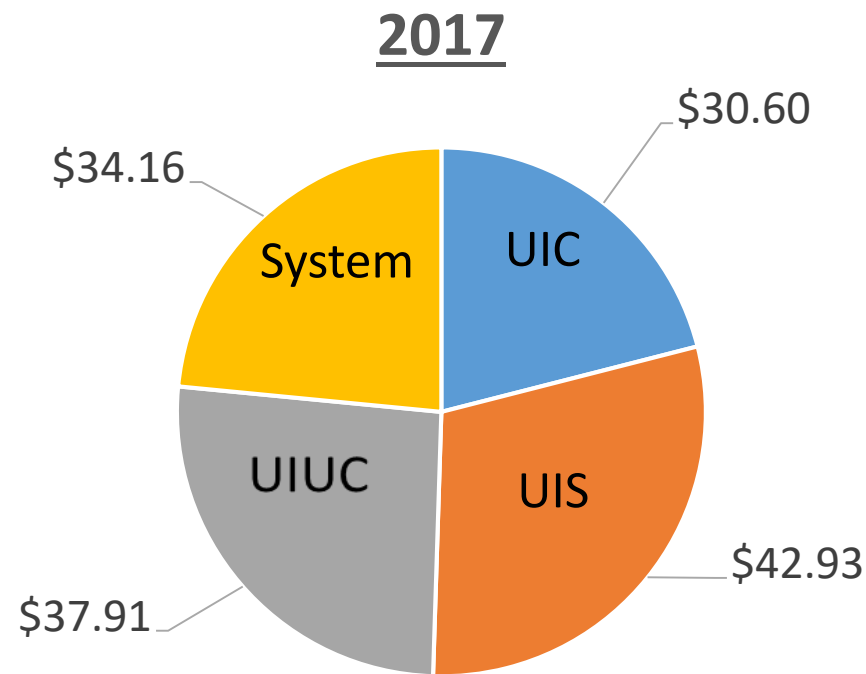
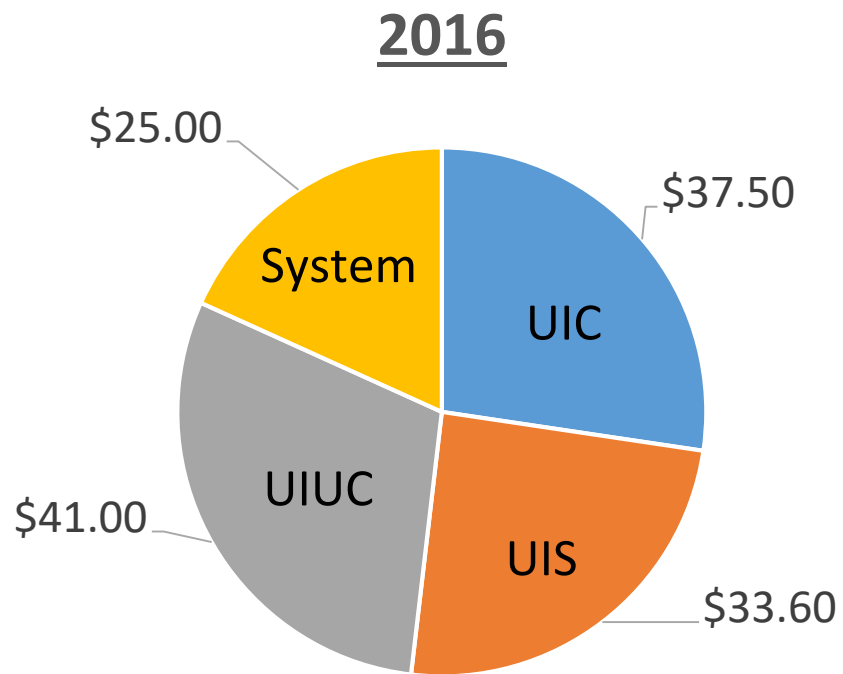
Total Background Check Cost for Reporting Period



The total cost reflects all background checks conducted for the time period November 1, 2016 – October 31, 2017.



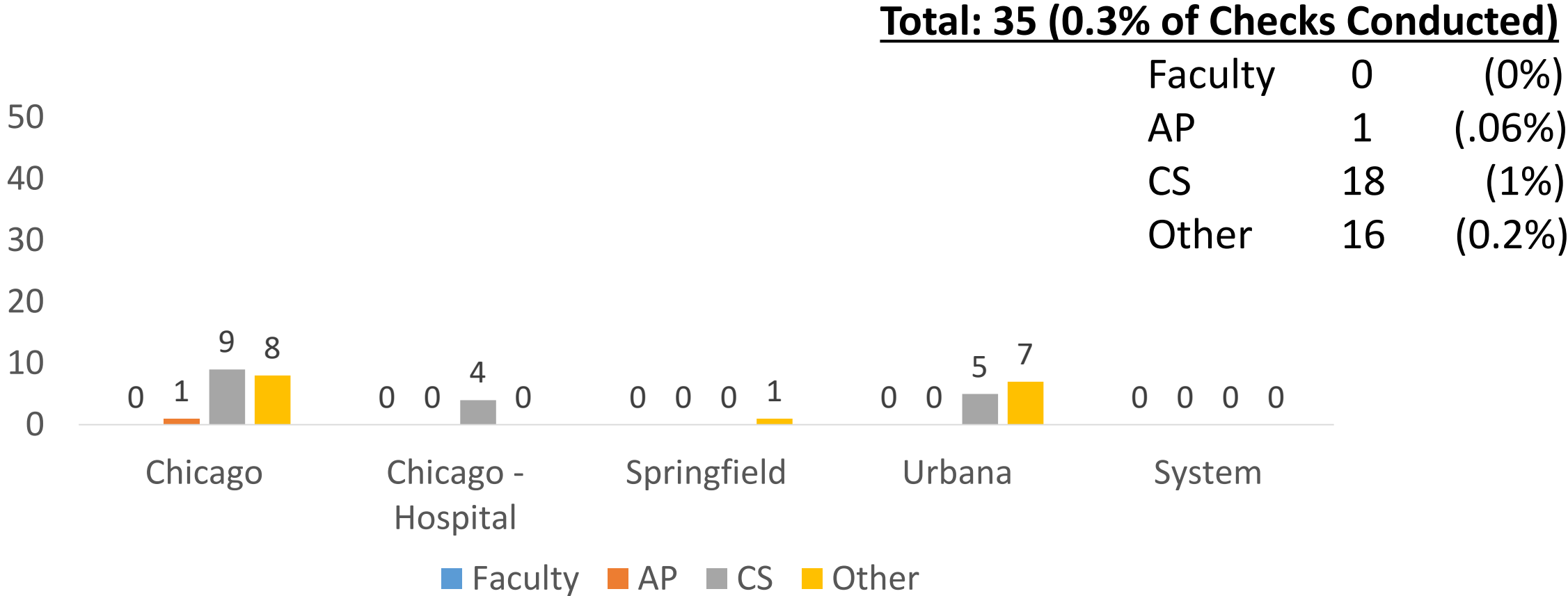
Average Background Check Cost Across UI System 2016 vs. 2017 Comparison



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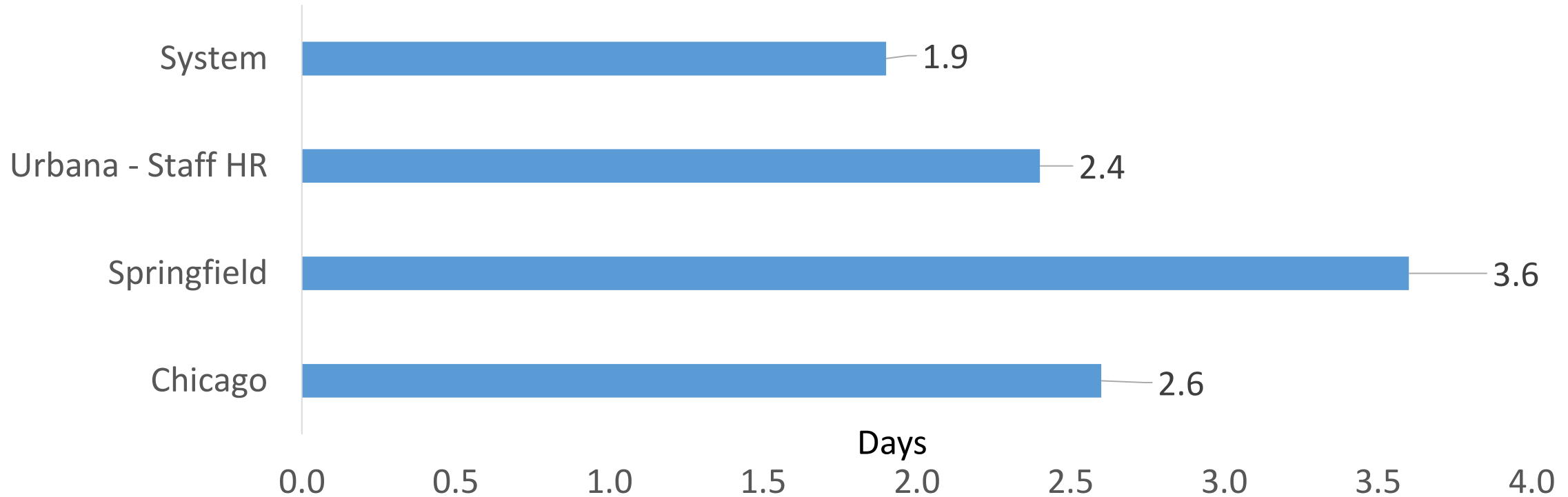


Number of Offers Withdrawn



Background Check Turnaround Time

Average Days Turnaround Time – November 1, 2016-October 31, 2017



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Impact Analysis

- Background check process typically does not slow down recruitment process
 - Average turnaround time = 2.5 days
- Background check process has not had an adverse impact on recruitment
 - Number of applicants per search has increased since 2015 for both Faculty and Academic Professional positions, as well as Civil Service exam requests
- Background check process has not prevented qualified final candidates from being hired
- The University is now better aligned with EEOC guidelines for background check processing
- Background check process has mitigated our risk by identifying individuals whose backgrounds do not align with the requirements of the job



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