



**SUBJECT: PRE-EMPLOYMENT FINGERPRINTING**

**DATE: August 2009**

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**I. PURPOSE / DESCRIPTION**

The primary purpose of this program is to ensure that all new administrators and staff employees meet qualification through screening, and have not been convicted of a felony or a misdemeanor involving moral turpitude, or demonstrated fraud in securing appointment.

This program applies to all finalists for temporary, permanent, special consultant or volunteer employment within any bargaining unit, confidential classification, or the Management Personnel Plan (MPP) at San José State University, exclusive of faculty and current staff. Should any candidate decline to submit to any part of this screening process, they will be excluded from further participation in the recruitment process and no offer of employment may be extended.

Human Resources will pay all costs associated with the Live Scan fingerprinting procedure.

**II. PROCESS**

**A. Hiring Department Responsibilities**

Determine how many levels of interviews will take place. The Live Scan fingerprinting process should take place at the final level of on-campus interviews.

1. Notify University Police at ext. 4-2172 to make an appointment for the Live Scan service.
2. Notify your Workforce Planning Analyst as to who will be fingerprinted.
3. Notify finalist candidates in writing as soon as possible of the Live Scan process. A form letter for this purpose is provided by Workforce Planning.
4. On the day of the interview, escort the candidate to Human Resources where the finalist will complete the Live Scan Service form and an authorization allowing the reference and background checks to be conducted.
5. Escort the candidate to the lobby of the University Police building where the Live Scan is performed by a member of the police department.

**B. Human Resources Responsibilities**

1. Workforce Planning will include a statement on all job posting and application material that a job offer is contingent upon successful passage of the screening process.
2. Background check reports that indicate felony conviction(s) or a conviction of any misdemeanor involving moral turpitude, or any fraud in securing appointment will be reviewed by the Associate Vice President for Human Resources. The Associate Vice President shall review each case on its individual merits and make a final determination. Criteria will include the seriousness of the crime/misdemeanor; the relationship between the employee's job duties and the crime; the age of the employee when the crime occurred; whether the employee disclosed the conviction on the employment application; the University's actions in similar situations.

**III. Attachments**

Applicant Release Authorizing Reference and Background Check  
Live Scan Memo to Finalist