

Department Responsibilities

How Many Interviews

Determine how many levels of interviews will take place (i.e., one on-campus interview, one telephone interview plus one on-campus interview, 2 levels of on-campus interviews, etc.). The Live Scan process should take place at the **final** level of on-campus interviews.

Advise HR

Email list of finalists as soon as they have been selected (including job ID number, department name and classification of recruitment) to your Workforce Planning Analyst.

Notify Finalists

Department must notify finalists of the Live Scan process **in writing as soon as possible prior to the date they will be screened**. Department prepares memo on SJSU letterhead to each finalist and arranges for delivery of memo (determine if memo can be emailed, faxed, or mailed to finalist, or picked up). Memo template can be found on the HR website under “HR Forms”.

Schedule Appointments

Department contacts UPD at 4-2172 to schedule the appointment for finalist (before or after on-campus interview). Process usually takes approximately 15 minutes.

Day of Interview

1. Escort finalist to Human Resources where the finalist will complete the Live Scan Service form. The applicant will also sign an authorization allowing the reference and background checks to be conducted.
2. Escort finalist to the UPD for the Live Scan process. The UPD staff member will collect the Live Scan form.

There is no cost to the finalist. HR will pay all costs associated with the procedure.

Offering Employment

No offer of employment may be extended until HR notifies the department a final review of the selection file is complete and approved.

Human Resources Responsibilities

1. Workforce Planning Analyst will make available at the Human Resources reception desk, the appropriate number of “Request for Live Scan Service” forms and the Applicant Release Authorizing Reference and Background Checks.
2. HR receives a copy of the Live Scan form from UPD AFTER the prints are taken, updates log, and keeps the copy in a binder. HR retains the Authorization form in the recruitment file.
3. Once a month HR reviews the log for requests older than 90 days and completes the “No Longer Interested Notification” form and submits to UPD or DOJ.