

POLICY NO. 623

Area: Human Resources

*Original signature on file in the
Office of General Counsel*

Adopted: June 21, 2019

Certified By: _____

Revision Date: April 26, 2024

Subject: **EMPLOYMENT BACKGROUND CHECK POLICY**

It is the policy of Central State University to conduct pre-employment background checks to assist hiring managers in making prudent employment decisions based upon comprehensive job-related information to preserve the safety and security of the campus community and to maintain the integrity of University operations.

Additionally, background checks on existing employees may be conducted in accordance with the circumstances described in Procedure No. 623.1.