

Background Checks

Frequently Asked Questions

General Information

Why does CCC require background checks?

- Background checks are a standard part of our hiring process to help ensure the safety and wellbeing of our campus.
- Per [board policy GCDA/GDDA](#), “the College will require background checks and criminal records checks, which may include fingerprinting, for all newly hired employees. The College will also require background checks and criminal records checks, which may include fingerprinting for volunteer positions if required by Oregon Revised Statutes (ORS), Oregon Administrative Rules and/or College policy.”

How does this affect the job offer process?

- All offers of employment are conditional, pending the successful completion of the background check and any other required preboarding steps.
- New hire start dates must be **at least 10 business days** after Human Resources receives a signed employment offer to account for background check processing.

What is the impact on the candidate’s experience?

- Job postings will indicate that job offers are conditional, and that background checks are required.
- Consent for background checks will be requested at the time the conditional job offer is accepted.
- Individuals who refuse to consent to the background check will be ineligible for employment.

Hiring Manager Process

What information should I share with the candidates?

- Hiring managers can remind candidates that all offers of employment are contingent on successful completion of a background check.
- Hiring managers should refer candidates to Human Resources for any additional questions or information.

What if a candidate tells me about their criminal record during the interview process?

- Listen and thank them for sharing – **DO NOT** ask any follow-up questions.
- Let them know that if they are selected as the finalist, there will be a section in the background check consent process where they can disclose and submit information about it.

Can I run background checks for multiple finalists?

- The background check is a part of the official offer process linked to one finalist, so it is not possible to run background checks on multiple candidates.
- In the case of multiple vacancies for the same role, background checks will be run for each candidate that accepts the conditional employment offer.

How will I know if my candidate passed or failed the background check?

- Human Resources will provide an update to hiring managers once the background check is completed.
 - If the candidate passes the background check, the hiring manager will be informed, and the candidate will complete all other preboarding tasks.
 - If the candidate does not pass the background check, Human Resources will inform the hiring manager and strategize next steps.

What if I already run my own background check process?

- If you are currently running your own background check process, please check in with Human Resources when you start your next recruitment.
- Exceptions to the general background check process may exist for positions with additional record check requirements.

Candidate Disqualification

What findings will disqualify a candidate?

- A list of disqualifying convictions can be found in [board policy GCDA/GDDA](#).

Will the candidate receive the results of the background check?

- The candidate will receive a copy of the consumer background check report as soon as it becomes available.

Can the candidate appeal the results of a background check?

- Yes, if the candidate is disqualified based on the results of their background check, a pre-adverse action notice will be issued, including contact information for the candidate to respond in the event they believe the report contains any inaccuracies.