



Policy 4.15
Self-Disclosure of Criminal Convictions
and Background Check
Required Background Checks

For those positions specified in Policy Details Section II Regulations of Policy 4.15 Self-Disclosure of Criminal Convictions and Background Check, the following types of checks must be completed by the Office of Human Resources (OHR) and/or the hiring unit.

Section One – to be completed by the Background Check Coordinator/OHR Background Check Coordinator

Types of Required Checks	Purpose
Social Security Number (SSN) Trace	Used to confirm that a candidate is using a valid SSN that matches her or his name. Used to reveal any names and addresses associated with a SSN. Essential to criminal record searches.
Criminal Records (County and State Criminal Felony and Misdemeanor, National Criminal Database, Federal Criminal)	Used to help identify past instances of criminal felonies and misdemeanors. Because no centralized system exists to check all criminal databases, background check vendors need to check the federal, state, and county records in each place an applicant resided. The most accurate records are at the county level, where individuals are usually charged with a crime.
National Sexual Offender Registry Search	Used to determine if a candidate has been included in any state sexual offender registry.

Section Two – to be completed by the hiring unit

Types of Required Checks	Purpose
Education and Credential Verification	Used to verify if a degree or credential was issued and to confirm the date awarded.
Employment History	Used to verify dates of employment, position, and salary history.
Professional Licensing/ Certification	Used to verify that professional licenses are up-to-date and valid for practice in the local jurisdiction. Also checks for any prior suspensions of a license or disciplinary action against a candidate. Most often completed by contacting the responsible licensing board to verify that the candidate has a current and valid license.
Reference Check	Used to assess a candidate's work history, capability, growth potential and industry skills. Can include discussions with a number of individuals at prior places of employment, not just those listed by the candidate.

For More Information

Visit hr.osu.edu/policy Policy 4.15

Contact Office of Human Resources 614-292-2800