Background Check Procedure Guideline

The following is a step-by-step guide to Lock Haven University of Pennsylvania's background check process. It is essential that all those involved in the hiring process be familiar with the details of procedures for Academic Appointment Background Checking Procedure and Non-Academic Appointment Background Checking Procedure, as appropriate.

1. The final candidate for vacancies in the following categories are subject to the background check process. Additional information about each process can be found at the corresponding link: Academic Appointments / Non-Academic Appointments.
2. All applicants must complete the Lock Haven University Employment Application.
3. Candidates must be informed that a background check is completed before employment offers are final. The official written offer of employment must state clearly that the offer is provisional pending satisfactory results of the background check.
4. An Information and Consent form will be enclosed with employment contracts for candidates to complete, sign, and return to the Office of Human Resources along with their signed employment contract.
5. Once the Information and Consent form and signed employment contract are received, the Office of Human Resources notifies the designated third-party vendor to initiate the background check. The vendor then notifies the Office of Human Resources of the results when the check is completed. Information obtained is kept in strict confidence by the vendor and the University.
6. When there are no questionable results from the background check, the Office of Human Resources notifies the appropriate director, supervisor, chair, or dean by email. If any questionable information is received, the Office of Human Resources contacts the appropriate administrative superior for discussion. Candidates are also informed by the Office of Human Resources if there are questionable results and provided an opportunity for reply or explanation.
7. A background check is conducted at the time of the initial hire. If employment is ceases for whatever reason, and the employee is rehired; a subsequent background check will be conducted if the break of employment is 12 months or more.
8. Nothing herein is intended to contradict or lessen application of federal or state laws or regulations, or to restrict departments from initiating expanded or more extensive checking activities in appropriate circumstances in the opinion of the employing department.

Please contact the Office of Human Resources at (570) 484-2486 for assistance with this program.