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## 4.5 Offer Process

Saint Mary's College of California

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## 4.5 Offer Process

### 4.5.1 Background Checks

Saint Mary's College recognizes the importance of seeking to maintain a safe campus with employees who are honest, well qualified for their positions, and who do not present a risk of harm to members of the College community. For this reason, Saint Mary's College performs background checks for new hires. A background check may be performed in the case of an internal promotion or transfers if the new position requires one (e.g. going from a non-financial to financial role and a background check has not been performed in 3 years). The areas covered by the background check will vary from job to job depending upon access to financial records, contact with students, etc. The candidate will provide written authorization for the background check. Candidates (includes internal as well as external candidates) can request a free copy of the background check. Candidates who decline to submit to an appropriate background check as defined by the AVP of Human Resources or designees, or who fail to provide required information may be denied employment. Results from a background check, including those that identify issues of institutional concern in connection with the position sought by the candidate, will be reviewed by the AVP of Human Resources or designee, including but not limited to, the relevance of any conviction to the candidate's anticipated position, or in the case of a current employee, that employee's current position, plus any evidence of providing false information to the College and the candidate's response to the information obtained, before determining the appropriate outcome. In addition to a background check, positions that include driving a College vehicle or driving a personal vehicle on the College's behalf may be subject to further inquiry by the College's insurance broker.

#### **4.5.2 Reference Checks**

The hiring supervisor is responsible for completing and documenting reference checks with former supervisors and others familiar with the candidate's work experience. Human Resources can provide assistance and training on checking references. Reference checks can be done before, after or concurrent with the background check.

#### **4.5.3 Final Steps before Job Offer**

Once satisfactory results from the background and reference checks have been obtained, the salary offer can be determined. The salary offer is determined by the Director of Faculty and Staff Recruitment & HR Consultation in consultation with the Hiring Manager or department head. Human Resources is responsible for ensuring that all College policies and external regulations (e.g., background checks, visa requirements, work authorization) have been observed to provide for consistent and fair treatment of candidates.

#### **4.5.4 Job Offer and Confirmation Letter**

The Hiring Manager makes the job offer after consultation with the Director of Faculty and Staff Recruitment & HR Consultation. If the candidate accepts the position, the Hiring Manager notifies Human Resources of the acceptance and the new employee's start date. HR then prepares and sends a confirmation letter to the candidate summarizing the terms and conditions of employment. To be eligible to begin the employment relationship, the candidate must sign the confirmation letter and return it to Human Resources.