

Criminal History Check – Timeline and Workflow

(Managing Expectations during the Recruitment and Selection Process)

Oregon State University is committed to protecting the security, safety, and health of faculty, staff, students and the public; as well as, safeguarding the assets and resources of the University. To meet these objectives, the University has adopted [University Policy 576-055 et seq.](#) The criminal history check (CHC) process is managed by a small committee within the Office of Human Resources (OHR). The committee consults with the Office of General Counsel as appropriate. All results are kept confidential. All volunteer and employment positions that have [security sensitive access](#) require a CHC.

If the position requires a CHC, **it is important that the CHC process be incorporated into the search timeline.** A candidate/volunteer may NOT begin working in a new position or volunteering until the CHC process is completed with satisfactory results. No allowances will be made regarding this requirement.

In State Checks – Utilized when a candidate has lived within the state of Oregon for the last 7 years

- Hiring unit provides CHC Release Authorization form to candidate/volunteer after completing the top portion of the form
- Candidate completes and returns CHC Authorization form to the Office of Human Resources
- Within 24 hours of receipt of the *fully* completed CHC Release Authorization form, the CHC is submitted through the Oregon Open Records Database.
- Satisfactory Results or “In Process” notifications are typically received via email within 24 hours.
- **Cost:**
 - Hiring Department - \$10
 - 4H Extension Volunteers - \$0
- **If results are satisfactory**, the hiring unit is notified via email by the next business day.
- **If results come back as “In Process”**, there is a minimum 3-week waiting period before results are received due to the Fair Credit Reporting Act (FCRA). No further action/review can be taken until results are received.

Once the results are received, they will be reviewed and a determination made as to whether:

- Additional information is needed and further review is necessary;
- The CHC is deemed satisfactory; the hiring unit will be notified via email.
- The CHC is deemed NOT satisfactory; the hiring unit will be notified via email that the candidate “does not meet the minimum qualifications” for the position or volunteer opportunity. A specific reason will not be provided.

Note: In State Checks will also be used (if/when):

- CHC has already been completed for an individual and a follow-up check is needed. Follow up checks are required when an employee moves to a new position with additional access, when additional access is added to an employee/volunteers responsibilities, or for a youth program re-check.
- CHC is needed for ‘animals’ only.

National Fingerprint Checks – Utilized when a candidate has lived outside of Oregon within the past 7 years.

- Hiring unit provides CHC Release Authorization form to candidate/volunteer after completing the top portion of the form
- Candidate completes and returns CHC Authorization form to the Office of Human Resources
- Within 24 hours of receipt of the *fully* completed CHC Release Authorization form, the candidate is sent fingerprinting instructions via email.
- Candidates **MUST** bring a copy of the fingerprinting instructional email with them if printing on-campus with the Department of Public Safety.
- Weekly reminders are sent via email until the candidate has fingerprinted as instructed.
- Results are typically received within 2 - 7 business days after fingerprinting.
- **Cost:**
 - Hiring Department - \$40
 - Candidate/Volunteer (completed via DPS on campus) - \$0
 - Candidate/Volunteer (completed via FieldPrint) - \$12.50
- **If results are satisfactory**, the hiring unit is notified via email by the next business day.
- **If results come back as “In Process”**, the results will be reviewed and a determination made as to whether:
 - Additional information is needed and further review is necessary;
 - The CHC is deemed satisfactory; the hiring unit will be notified via email.
 - The CHC is deemed NOT satisfactory; the hiring unit will be notified via email that the candidate “does not meet the minimum qualifications” for the position or volunteer opportunity. A specific reason will not be provided.

Additional Information on the *In Process* status:

- Only 2 – 3 percent of all results come back as “In Process”.
- All results are kept confidential and managed by a small committee within OHR who will consult with the Office of General Counsel as appropriate.
- The hiring unit cannot be provided any information beyond that a check is “In Process” and should not speculate or communicate with the applicant regarding their “In Process” status.
- The majority of results that come back as “In Process” are determined to be satisfactory once reviewed.
- If a decision is made to deny employment or volunteer opportunity, candidates have a right to appeal which can add an additional 2-4 weeks to the timeline.

Helpful Hint If bringing out of state candidate(s) on campus to interview, we recommend having the candidate schedule a fingerprint appointment with DPS while on campus to help speed up the process.

CHC Forms Submitted to OHR via the following methods:

[Criminal History Check Release Authorization PowerForm](#) (DocuSign Electronic Option - preferred)

[Criminal History Check Release Authorization Form](#) (FAX, In-Person drop-off, or Mail ONLY- Fillable PDF)