

## Live Scan Background Checks - When to begin the background check process

Per UCOP Policy PPSM 21: <https://policy.ucop.edu/doc/4010394/PPSM-21>

- The University is generally prohibited, consistent with applicable law, from asking an applicant to disclose prior conviction information on the initial job application. The information will be requested once the applicant has been identified as the recommended candidate and has received a conditional offer of employment in a critical position.

Based on this policy, please **Do Not** request a background check from a candidate **until the offer is approved in HireOnline and a conditional offer has been extended**. Starting the background check process sooner, will cause doubt in interpretation and room for someone to claim that their background check information was used against them in the selection process.

In addition, due to a recent update in the California Department of Justice's background check reporting process we are able to **amend the expiration date of Live Scan background checks from 90 days to six months**. Human Resources will have access to clearance records longer, allowing us to more easily review for staff transfers or promotions. There may be circumstances for which a subsequent check is still required within the six-month window, so please continue to check with Human Resources.