

- F. Educational history check: Verifying that the finalist possesses all relevant educational credentials cited by him/her or listed on/in the application, resume, or cover letter. (To be completed by the Office of Human Resources or by a background check vendor.)
- G. Employment history check: Verifying that the finalist worked in the positions cited by him/her or listed on/in the application, resume, or cover letter. This verification will include dates of employment and the reasons for leaving each position for at least the seven (7) years immediately preceding the finalist's application to WNCC. (To be completed by the Office of Human Resources or by a background check vendor.)
- H. Employment reference check: Ensuring that the selection committee receives positive feedback about the finalist's character and performance at work from persons familiar with both. (To be completed by the selection committee.)
- I. License history check: Verifying, if required by the position, that the finalist possesses all the licenses cited by him/her or listed on/in the application, resume, or cover letter. Verification includes establishing the status of the relevant licenses. This includes checking, for example, any motor vehicle driver's license required by the position. (To be completed by the Office of Human Resources or by a background check vendor.)
- J. Credit history check: Checking the credit history of the finalist, if required by the position. (To be completed by the Office of Human Resources or by a background check vendor.)
- K. Fit for Duty and/or Pre-employment Drug Test: Fit for duty and/or pre-employment drug test may be required for certain positions with physical and/or security sensitive requirements. (To be completed by appropriate medical or testing facility as designated by the Office of Human Resources or its designee.)

DEFINITIONS

N/A

APPLICABILITY

N/A

Adoption Date: 2013

Revision Date (and Board of Governors' Minutes Item Number):

Prior Policy/Procedure Number:

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department:

Rescinded Date:

Cross Reference:

Procedure(s) for Policy:

Related Policies/References: