BACKGROUND CHECKS

- Shirl Brown, HR manager, will serve as your primary HR point of contact for assistance for employment/volunteer related matters concerning your respective event. Please copy Davelyn McCartney, HR information and records coordinator, on any communication regarding backgrounds as she will be responsible for running the background checks. Below you will find information that should be useful to you in preparation for your event.

- As you may be aware, we are required to conduct a criminal background check on all adults, including but not limited to faculty, staff, students, and volunteers, who work with, instruct or otherwise come into contact with Minors during your event. These criminal background checks will be conducted by our partner, HireRight, Inc. (HireRight), a leading provider of on-demand background screening services.

- The following details outline our efforts as well as those by you as the event director/liaison and the event staff/volunteers:

  **Human Resources**

  - Completes background checks on all event staff/volunteers prior to the start of the event. This applies to all potential and current staff/volunteers (i.e., new candidates for employment as well as current BU faculty, staff, and student workers who are being considered for work in your event programs). Upon completion of the background checks, an invoice will be emailed to the event contact.

  - Keeps you abreast on how your prospective event staff/volunteers are progressing in completing the required background check.

  - NOTE: Background checks must be completed prior to the adult beginning work with Minors. Please note the results of the background checks may take up to two weeks.

  **Program Director**

  - Request (from Shirl Brown) and Complete the spreadsheet and return to HR (Davelyn McCartney with copy to me) at least 10 working days prior to the first day of the event session the individuals will work/volunteer.

  - Lastly, please be certain to add the date(s) of your event to the attached spreadsheet or you may simply provide the information in an email reply.