

## PRE-EMPLOYMENT BACKGROUND INVESTIGATION

### Policies and Procedures

NYU Medical Center, which consists of NYU Hospitals Center and NYU School of Medicine, conducts a background screening on all candidates to whom it offers employment. The background screening is used to confirm the information (either stated or omitted) from the employment application and related employment forms. The screening may include but is not limited to Social Security/Address Trace, Criminal Conviction History Search, FACIS's (Fraud and Abuse Information Control System) search, and Sexual Offender's database search. The Medical Center will rescind an employment offer to an individual that makes any false statements, makes misleading omissions, enters false information, forges any signatures in any type of Medical Center record, including but not limited to the employment application and the Authorization for Background Investigation or is considered an ineligible person for employment.

#### **Procedure:**

Pre-employment background screenings will only be conducted for individuals (to include compensated faculty, post doctoral fellows and graduate assistants) to whom we have extended job offers. At the time a position is offered the individual will be given a Consent and Disclosure form which he/she must sign. If an individual refuses to sign the form, the training positions and offer of employment will be rescinded. Any general falsification of the House Staff employment application or Faculty Questionnaire, and/or failure to successfully complete the background check will prohibit employment.

The House Staff Contract to all prospective incoming House Staff will State clearly that the job offer is contingent upon successfully completing the pre-employment process which includes: reference checking, a pre-employment physical exam, background check investigation and required paperwork.

If the pre-employment background screening results (generally received within 48-72 hours, however will be longer for international searches) identify information that is inconsistent with the information provided by the applicant, the results will be reviewed by authorized Human Resources staff, HSAO, DIO Program Director and the hiring Department Chair, in consultation with the Legal Counsel at the Medical Center to determine whether an offer will remain valid or should be rescinded. If a determination is made to rescind the offer, the applicant will be sent a registered letter of Pre-Adverse Notification which includes:

- A summary of Your Rights as prescribed by the General Trade Commission.
- A copy of the background screening report.

Applicants will have five business days from the date of the letter to respond by notifying Medical Center's vendor that the information is incorrect.

The vendor will investigate the alleged discrepancy and notify the Medical Center of the results of the investigation, generally within 72 hours.

If there was an error in the original report, the authorized House Staff Affairs staff member will contact the applicant and inform him/her of the outcome of the investigation and confirm the individual's start date. Please note that failure to successfully complete the background check will result in the same review and notification process as described above and potential withdrawal of employment and training program.

If the results of the investigation confirm the original report, the authorized House Staff Affairs staff member will send the applicant a denial letter indicating that the employment offer has been rescinded due to information contained in a consumer background investigation report. This determination will not be subject to the appeals process in the Evaluation, Corrective Action and Disciplinary Policy for residents.

Although the applicant may obtain another free copy of the report and has 60 days to dispute the accuracy of the report, the Medical Center will **NOT** keep the position open for the applicant during any further investigation.