POLICY STATEMENT (R*)

All prospective candidates for employment at Florida International University (FIU or University) for a regular full-time, part-time or temporary position will, at a minimum, be subject to a reference check, a criminal history check, and any other background check required by law. Depending on the particular position sought, prospective candidates may be required to undergo additional background checks including, without limitation: education verification, license verification, creditworthiness, drug testing and more in-depth criminal background check which includes fingerprinting.

Background checks shall be conducted in accordance with all applicable federal and state laws. The University shall review the results of all background checks and shall make a final determination regarding suitability for employment.

The University will conduct the following background checks under these circumstances:

1. Reference Checks
   - The University shall conduct reference checks on all prospective employees.

2. Criminal History Checks
   - The University shall conduct criminal history checks on all prospective candidates who are final applicants for open positions;
   - The University shall conduct criminal history checks on current employees who are final applicants for promotional or transfer opportunities to positions where criminal history checks are required by law;
   - The University shall conduct more in-depth criminal checks which includes fingerprinting, through the Florida Department of Law Enforcement, for the following positions, including, without limitation: law enforcement personnel, individuals handling cash or managing cash transactions, all financial services positions, individuals who will have unrestricted access to master keys, information technology positions, individuals who will work in The Children’s Creative Learning Center, or individuals working in the University Residence Halls and all employees of the Athletics Department who travel with students to events.
   - Federal or state law may dictate that certain additional prospective candidates undergo these or other background checks including, without limitation, employees who will work with certain levels and types of controlled substances in research, radioactive materials, or select agents; and instructional or non-instructional personnel who will work with a State of Florida school board.

3. Language Proficiency
   - The University shall ensure that all faculty members with teaching assignments are proficient in speaking English.

4. Educational Verification
   - The University shall conduct educational verification checks of all prospective candidates for positions requiring a degree.

5. License Verification
   - The University shall conduct license verification checks on all prospective candidates for positions where a license may be required or preferred.

6. Driver’s License Checks
   - The University shall conduct driver’s license checks on all prospective candidates or current employees who will be assigned to drive a University State vehicle. See also Acquisition, Assignment and Use of University Vehicles policy.
7. **Creditworthiness Checks**  
   • The University shall conduct creditworthiness checks on all prospective candidates for positions that are responsible for handling money or have financial duties, e.g. Controllers, Financial Services, etc.

8. **Drug Testing**  
   • The University shall ensure drug testing on all prospective candidates for law enforcement positions and positions that specifically state this as a condition of employment in the job description, job posting or offer letter.

**REASON FOR POLICY (O*)**
To ensure that the University conducts appropriate investigation of prospective and current regular full-time, part-time or temporary employees.

**HISTORY (R*)**
Effective Date: July 2005; Revision Date: March 31, 2009.

**RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)**
Division of Human Resources  
Florida International University

**RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)**
Recruitment Services  
Division of Human Resources  
Florida International University  
11200 S.W. Eighth Street, PC 234  
Miami, Florida 33199  
Telephone: (305) 348-2500

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at [http://policies.fiu.edu/](http://policies.fiu.edu/).

For any questions or comments, the “Document Details” view for this policy online provides complete contact information.

*R = Required   *O = Optional