

UCR - Misconduct Check Process 2/7/2025

| Step Number | Step Description | Owner |
|-------------|---|-----------------------------------|
| 1 | Ensure position was posted after December 1, 2024 | Org/Dept HR |
| 2 | Notify selected candidate of misconduct check in job offer letter | Org/Dept HR |
| 3 | <p>Within the message (e.g., email, DocuSign, etc.) to your selected candidate with the contingent offer letter please share the following message with the link that will send them to the misconduct questionnaire and release form. They will need to know their ORG #/ Name and who their HR Contact is to complete the form.</p> <p><i>As stated in the attached conditional offer letter. This offer is contingent upon your successful completion of an Employment Misconduct Disclosure review where you will be required to disclose any final administrative or judicial decisions within the last seven years determining that you committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct. Please go this this link and complete the confidential survey.//</i></p> <p>https://ucriverside.az1.qualtrics.com/jfe/form/SV_e4AVJa4jWzBv5Pg</p> <p>Your ORG #/Name: _____</p> <p>Your HR Contact Name: _____</p> | Org/Dept HR |
| 4 | Ask the Athletics Department to proactively share materials (Job description, etc.) for those positions that require compliance under AB810 and always have a review. | CHR: Talent Acquisition |
| 5 | Final Candidate Completes Employment Misconduct Disclosure Form | Candidate |
| 6 | Final Candidate Completes Authorization of Information Release Form, which is required for all under AB810 and those that disclose any final administrative or judicial decision(s) determining that they committed misconduct under SB791. The Release form is within the Qualtrics survey for all applicants. | Candidate |
| 7 | Talent Acquisition reviews the forms submitted by the candidates. | CHR: Talent Acquisition |
| 8 | Contacting Previous Employers to Obtain Misconduct Information: Talent Acquisition to alert CHR's Employee & Labor Relations adjudication team to the need for a review. Talent Acquisition will request additional materials from the department for ELR to be able to perform their review. | CHR: Talent Acquisition |
| 9 | Process for Reviewing Misconduct Disclosures from the Final Candidate and Information from Previous Employers to Determine Position Hiring Eligibility: CHR Employee and Labor Relations team will contact previous employers / volunteer organizations and work through the adjudication process. As necessary, this will include consultation with Campus Counsel, Title IX, AA/EEO office, etc. Records retention process and repository is held within Talent Acquisition at this time. | CHR: Employee and Labor Relations |
| 10 | <p>Results Communications for Misconduct Check:</p> <p>Pass – TA communicates results to the hiring department & SSC</p> <p>Review with disqualification – ELR will notice the applicant as required (e.g., pre-adverse action notification); TA to communicate results to department</p> | CHR: Talent Acquisition |