

# Minors Policy

## FAS Background Screening FAQ



***Q: What is included in the background screening for Responsible Adults?***

***A:***

- A national criminal screen at both the county and federal levels, conducted by HireRight
- A review of the National Sex Offender Registry (SORI), conducted by HireRight
- A review of the Massachusetts Criminal Offender Record Information CORI or a review of the similar registry of the state of primary residence of the person if he or she is not a permanent resident of Massachusetts or the state of most recent residence if the person recently moved to Massachusetts. Massachusetts CORI conducted by FAS Recruitment Service, all other states conducted by HireRight. CORI is only required for those Responsible Adults who stay overnight in dorms/houses.
- A Motor Vehicle Record (MVR) check is conducted if the Program service includes transporting minors, conducted by HireRight

***Q: Why do I have to collect the completed CORI Acknowledgment form in person, from the Responsible Adult?***

***A:*** The CORI Acknowledgment form requires verification that the individual personally appeared and proved to be the person whose name is on the forms by presenting government-issued identification.

As an alternative, if the Program Administrator is unable to meet in person with the Responsible Adult, the Responsible Adult may have the form notarized by a Notary Public.

***Q: Once the Responsible Adult completes and returns the CORI Acknowledgment form to me (if required), do they need to take any additional steps for their background screen?***

***A:*** Yes. Within one business day of FAS Recruitment Services receiving the CORI Consent form (if required) and the FAS minors policy background screening questionnaire, your Responsible Adult will receive an email from our background screening vendor, HireRight. The Responsible Adult *must follow the instructions in this email in order to initiate the background screen.*

***Q: Where should I direct the Responsible Adult if they have questions about HireRight?***

***A:*** <http://www.hireright.com/background-check-faq>

***Q: Will HireRight ever contact a Responsible Adult directly?***



**A:** Yes. If HireRight requires additional information from the Responsible Adult to complete the screen they will contact the individual directly, via email.

**Q: *How long does it take for a background screen to be completed?***

**A:** The turnaround time for minors background screening is as follows:

- Criminal and Sex Offender Screens: 5 -10 business days
- CORI: 1 business day

**Q: *How will I know when a background screen is successfully completed?***

**A:** FAS Recruitment Services will notify you via email once the background screen has been successfully completed.

**Q: *Once a background screen has been successfully completed, will the Responsible Adult have to undergo background screening again in the future?***

**A:** After the initial screening, the Tub Sponsoring Office shall periodically screen Responsible Adults at least every three years.

**Q: *Who will see the results of a background screen?***

**A:** Background screening results are limited to designated human resource professionals.

**Q: *What will happen if a background screen reveals any adverse information?***

**A:** When reviewing the results of a background screen, information is reviewed on a case-by-case basis. No one factor is determinative. Factors of consideration include: the relationship between the offense and the nature of the role and the number and seriousness of offenses. OGC, the appropriate Divisional Ad Dean and the FAS HR Associate Dean will consult on next steps.