

Types of Background Screens

Type of Screen	Positions for which screen is required	Items investigated	Turn-around time for results (approximate)
ID	<ul style="list-style-type: none"> All new hires 	Verifies an active Social Security Number (SSN) and address, and validates the association between an individual, his or her SSN and recent address	One to two business days
Criminal	<ul style="list-style-type: none"> Unsupervised key access to dorms, valuable artifacts, significant amount of cash, drugs, radiological materials, or animal care facilities Serve as a "Responsible Adult" as defined by Harvard's Policy for the Safety & Protection of Minors (See http://youthprotection.harvard.edu/) Have the ability to disrupt or disable highly sensitive or confidential data or systems, including core infrastructure systems. Such positions include those with responsibility for information security and/or database or storage administration, or access to network routers, switches, servers and/or management systems (e.g. LANDesk) Have access to aggregate credit card data and/or High Risk Confidential Information (HRCI), as defined in Harvard's Information Security Policy, or other data classified as Level 4 or Level 5 information (See http://policy.security.harvard.edu/view-data-security-level.) The ability to authorize and/or approve financial transactions of \$50,000 or more Any other position for which a criminal record check is job related and consistent with business necessity, i.e., there is a demonstrable relationship between criminal conduct and the risks inherent in the duties of the particular position and circumstances under which the job is performed (e.g., level of supervision, 	Seven year review of felonies and misdemeanor convictions in both the county and Federal District Court, and a review of the National Sex Offender Registry.	Ten business days

Type of Screen	Positions for which screen is required	Items investigated	Turn-around time for results (approximate)
	interaction with vulnerable individuals).		
Credit	<ul style="list-style-type: none"> • Access to aggregate credit card data • Ability to authorize and/ or approve transactions or \$50,000 or more 	Detailed report of an individual's credit history as provided by a credit bureau; details of any accounts turned over to a credit agency; and information on foreclosures, bankruptcy and liens.	Ten business days
License	<ul style="list-style-type: none"> • Position which require a specific license (drivers, professional, technical) 	Review of any information about the license.	Three to five business days
Education	<ul style="list-style-type: none"> • All exempt positions that require a degree as a basic qualification 	Specific degree required in job posting	Five to ten business days