

USC Faculty Background Screening

ATTN: USC Hiring Manager: Please complete this form and click the submit button below
Employee Recruitment Services, Background Screening Program

This program is applicable to all final candidates for employment per university policy 1.4-1. The requesting department must keep the original e-signed disclosure and authorization form (will be forwarded to your attention upon completion of background screening process and original signed employment application and forward said documents to Payroll Services along with all other new hire paperwork once the candidate is hired.

Please do not extend an offer of employment (verbal or otherwise) until you receive a confirmatory e-mail from Employee Recruitment Services indicating the candidate's suitability for hire.

Due to confidentiality, please be advised that any reason(s) for ineligibility will not be released to the hiring department. As soon as the background screening request is received, an e-mail will be sent to the e-mail address you provide on this form and shall serve as confirmation that your request has been received by the Employee Recruitment office and is pending. When the background screen has been completed, you will also be notified via e-mail and that email will contain your candidate's e-signed disclosure & authorization form.

Date:

Final Candidate's: First Name Middle Name Last Name

Final Candidate's Email Address:

Final Candidate's Telephone Number:

Position for which candidate is being considered (job title):

School:

Dean's (or designee) Name: Dean's Extension:

Dean's (or designee) Email Address (where results will be sent):

Screen Confirmation Results
For Employee Recruitment use only: (not for departmental use)

Is the above candidate suitable for hire? Yes No

Date screen was completed: _____ Date results were sent to candidate: _____

ERS Screener's initials: _____