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The Student Employment Office will conduct criminal background checks on all applicants selected for employment in UIC positions that are identified as being security sensitive or having potential for providing care to UIC patients as described by the Act.

Criminal background checks will be completed on each prospective candidate from UIC or who is being considered for promotion, reclassification or reallocation into a security sensitive position or positions that have potential for providing care to a UIC patient.

Student applicants requiring a criminal background check, must provide authorization to UIC to conduct the check as a condition for employment. The applicant can not begin employment until the check is verified. Costs associated with criminal background checks will be borne by the employing unit. Applicants may challenge the accuracy and completeness of the report by obtaining a finger-based background check through the UIC Police Department at the applicant's expense.

If a criminal conviction check indicates that a criminal record exists, a review of the conviction record will be initiated by the Human Resources Criminal Investigation Review Coordinator (HRCIRC) to determine if possible employment in that security sensitive position or other position at UIC is appropriate and consistent with UIC policy to not hire individuals into a security sensitive

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where risk to the campus may result. An exception may be made if an applicant obtains a waiver based on the recommendations of the Conviction Review Committee (CRRC) and the employing unit agrees with that decision. (See UIC Policy and Procedures for further information)