3.08 Pre-employment Checks

As a result of their employment, OMF employees may work with or come in contact with confidential and/or sensitive information. Additionally many are responsible for financial management of public funds. OMF managers are responsible for ensuring that pre-employment checks of potential employees are conducted and considered so as to provide reasonable assurance that the information provided by job applicants is factual and that the applicants' backgrounds do not present a risk to OMF or the City.

Reference Checks
All OMF hiring managers will conduct reference checks prior to making a job offer or as a condition of hire for new and promoted employees.

Criminal History Checks
At a minimum, all OMF hiring managers will conduct and review a criminal history check prior to making a job offer or as a condition of hire for new and promoted employees. Unless otherwise allowed by City policy, the focus of such a check is limited to criminal convictions.

For positions that require a physical capacity examination, the sequencing of the criminal history check, the physical capacity exam, and the job offer is important. OMF hiring managers should consult with their BHR business partners in these situations.

Other Pre-employment Checks
OMF hiring managers are encouraged to consider doing other pre-employment checks as are warranted given the nature of the duties of the position being filled.

- Educational Attainment
- Licensing and Certification
- Credit History *
- Background Checks *

OMF hiring managers must comply with all relevant City policies including HRAR when conducting any pre-employment checks and considering the information obtained through such checks. Those checks noted with an asterisk can only be performed under specific circumstances and conditions.

Consultation with HR Business Partners
OMF hiring managers should consult with their HR business partners to determine which types of pre-employment checks are appropriate to conduct and for advice on the proper means by which to conduct those checks.

If information obtained through any of the pre-employment checks raises concerns, the hiring manager will confer with their HR business partner on next steps. For example, a criminal history check may determine that an applicant has a prior criminal conviction.

However, in and of itself, a conviction may not be sufficient reason to eliminate a candidate from consideration.

Criminal History Checks of Contract Employees and Consultants
OMF managers who supervise contract employees or consultants with access to City of Portland confidential information or financial systems will ensure that criminal history checks or comparable security checks of those contract employees and consultants are conducted prior to providing access to the individuals.

Reference:

HRAR 3.11 Criminal History Checks
HRAR 3.12 Reference Checks and Employment Verification
HRAR 3.16 Background Investigations

OMF Business Owner: Business Operations
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