Standard Operating Procedure (SOP) for Level 2 Background Screening

Purpose:

To outline the process for conducting Level 2 background screenings for hires in positions of trust or responsibility, working in sensitive locations, or participating in youth activities outside the summer period, as required by the University of Florida.

Definition:

Level 2 Screening: A comprehensive criminal background check that includes fingerprint-based checks for:

- Statewide criminal history records through the Florida Department of Law Enforcement (FDLE).
- National criminal history records through the Federal Bureau of Investigation (FBI).

Scope:

This SOP applies to departmental administrators, HR liaisons, and youth activity administrators responsible for initiating and processing Level 2 background screenings for new hires, volunteers, or contractors, excluding Department of Children and Families (DCF)-specific screenings.
Procedure:

Determination of Screening Requirement:

Confirm whether the position falls into one of the following categories:

- Positions of trust or responsibility.
- Roles in sensitive locations.
- Participation in youth camps or activities outside of the summer period.

Submission of Request:

The designated department contact (HOBI HR) submits a Criminal Background Screening Request Form to Talent Acquisition & Onboarding (TA&O).

Scheduling the Appointment:

- The candidate uses the online appointment scheduler to book a fingerprinting session.
- For off-campus screenings, contact TA&O at (352) 392-2477 for alternative arrangements.

Fingerprinting Appointment:

The candidate presents one (1) form of valid identification:

- Driver's License
- State Identification
- Passport

The appointment lasts approximately 20 minutes.

Processing of Results:

- Screening results are typically available within 24 hours.
- Results are reviewed by TA&O to ensure compliance with university policies and the position's requirements.

Adverse Action (if applicable):

If screening results raise concerns, the candidate is notified and given an opportunity to provide clarification or dispute findings before any adverse employment action is taken.

Terms for Level II Background Screenings:

- Level II without DCF screening does not expire. However, some projects may require a renewal every 3-5 years. It is the responsibility of the supervisor or project manager to track renewals for their team and submit the renewal request to the department HR team.
- Level II with DCF screening expires every 5 years. The same tracking responsibilities will apply to supervisors or project managers.
- All requests, whether new or renewal, should be made 30-45 days before the start or renewal date when applicable.

Resources:

Talent Acquisition & Onboarding Background Check Team

- **Phone:** (352) 392-2477
- **Email:** HRSBackgrounds@admin.ufl.edu

Immigration Compliance Services

- **Phone:** (352) 392-2477
- **Email:** ics@hr.ufl.edu

UF International Center – International Student Services

- **Phone:** (352) 392-5323
- **Website:** UF International Center

HOBI Level 2 Background Screening Request

Please download and complete the form, then email the finalized version to HOBI-HR@ufl.edu. All fields must be filled out before submission.

Full Name:

Date of Birth (DOB):

Race:

Gender:

UFID:

Phone Number:

Email Address:

Current Address (including city, state, and zip code):

Residency History for the Last 5 Years: Cities and States

Department & Employment Information:

Department ID:

Fund Code:

Program Code:

Source of Fund and/or Project Code:

Department Contact Information:

Fingerprinting Options: *Please select one of the following fingerprinting options:*

☐ Applicant will undergo fingerprinting at the main HR Building (903 W. University Ave) in Gainesville.

☐ Applicant will conduct fingerprinting remotely using FieldPrint Florida.

When choosing to conduct fingerprinting remotely, I understand and acknowledge that the candidate must provide a minimal 24 hours notice to FieldPrint Florida for rescheduling. Failure to do so will result in the department incurring a rescheduling fee.