

Background Investigation Decision Matrix

Pre-adverse letter – GT alerts candidate of failure and requests an explanation

Adverse letter – GT alerts candidate of failure and end of process

		Candidate PASSES IF:				
Action(s) Taken		Credit Report	Criminal Report	MVR Report	Drug Screening Results	Education Check
Tier 1 Talent Acquisition Coordinator (TAC)	The TAC provides administrative coordination Reviews results for each candidate Applies Institute and BoR criteria	<ul style="list-style-type: none"> No past due balances No collection accounts No outstanding public records No bankruptcy 	<ul style="list-style-type: none"> No criminal record There are fewer than 2 disclosed misdemeanors* <p><i>*If the candidate is not filling a "position of trust"</i></p>	<ul style="list-style-type: none"> 0-6 points on license Motor vehicle history includes only minor moving violations and/or parking infractions 	<ul style="list-style-type: none"> Does not miss the appointment Results are Negative <p><i>Vendor immediately sends an adverse letter for 'Positive' results</i></p>	<ul style="list-style-type: none"> Education can be verified by DSI Candidate presents degree/diploma if not verifiable by DSI
	An exception can be made IF:					
Tier 2 Talent Acquisition Manager (TAM)	Reviews all candidates who do not meet minimum Institute and BoR criteria The TAM has discretion to make exceptions to the policy within a defined range	<ul style="list-style-type: none"> Any accounts in public records or collections are not more than 60 days past due Bankruptcy is older than 3 years There are mitigating circumstances for the above two points 	<ul style="list-style-type: none"> Multiple misdemeanors Convictions are not felony crimes Convictions do not include moral turpitude Drug convictions are older than 2 years <p><i>Exceptions WILL NOT be made if the candidate fails to disclose</i></p>	<ul style="list-style-type: none"> Candidate has not more than 7 points Moving violations do not include DUIs No major moving violations (e.g. Failure to yield) 	<ul style="list-style-type: none"> The candidate has not refused to take or schedule a second test 	<ul style="list-style-type: none"> Date and/or type of degree are not consistent with the information provided to GT
	An exception can be made IF:					
Tier 3 Background Investigation Committee (BIC) The CHRO & Sr. Leaders from Internal Audit & Legal Affairs	The BIC is the final reviewer of cases being considered for exceptions	<ul style="list-style-type: none"> Extensive outstanding accounts in public records, collections, and/or past due There are mitigating circumstances 	<ul style="list-style-type: none"> There are mitigating circumstances 	No exceptions are made beyond the above	No exceptions are made beyond the above	No exceptions are made beyond the above