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Background Check Processes
Master Gardener
January 2022

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Slide 2

Background Check Policy, 4 15

Policy Details:

Section II Requirements

A. Background checks must be conducted on non-employees as outlined in the Non-Employee Background Check Standards

- OSU Extension volunteers, such as Master Gardeners (MG), who are not required to have a fingerprint-based check will undergo a non-fingerprint (online) criminal history check before being accepted to begin volunteer service.

- Online background checks for self-paying, non-employees associated with the university are conducted by our third party vendor, Sterling Talent Solutions.
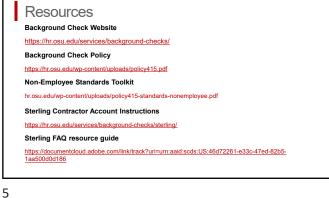
Non-Employee Standards

hr.osu.edu/wp-content/uploads/policy415-standards-nonemployee.pdf

Independent contractors, including self-employed consultants must complete the required background check through a university approved background check vendor. Additional non-employees acting as an "independent", including volunteers remote or "guest" system users, may be included in this requirement.

A non-employee may be required to self-pay through the university's vendor portal as an "independent" if the sponsoring unit/department will not cover the cost of the background check.

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Sterling Talent Solutions

Sterling Contractor Account Instructions:

https://hr.osu.edu/services/background-checks/sterling/

Sterling FAQ resource guide:

https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:46d72261-e33c-47ed-82b5-1aa500d0d186

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Additional Questions

1. Am I requested to use Sterling Talent Solutions?
   Yes, Sterling is the university's approved online third-party background check vendor.

2. I just received a background check from somewhere else, can I use those results?
   Based on our policy and the need to provide consistency in our services all volunteers must utilize our third-party vendor, Sterling Talent Solutions.

3. Who is responsible for checking break in service?
   When an individual has a break in service for more than 12 months, the program should provide the volunteer with instructions to complete the Sterling background check. OHR should be notified when a volunteer returns to the program after 12 months.

4. How will I be notified when a volunteer has completed the background check?
   The program has read only access to the background system and is able to see updates in real time.

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Resources

Background Check Website
https://hr.osu.edu/services/background-checks/

Background Check Policy
https://hr.osu.edu/wp-content/uploads/policy415.pdf

Non-Employee Standards Toolkit
hr.osu.edu/wp-content/uploads/policy415-standards-nonemployee.pdf

Sterling Contractor Account Instructions
https://hr.osu.edu/services/background-checks/sterling/

Sterling FAQ resource guide
https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:46d72261-e33c-47ed-82b5-1aa500d0d186

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THE OHIO STATE UNIVERSITY
HUMAN RESOURCES

Contact & Close

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