



Computer Access /Background Screening

It is the goal of Virginia Wesleyan College to complete background screenings on all employees and visiting interns of the College prior to beginning their campus relationship. **As soon as** a supervisor knows who his/her employee or intern will be, the supervisor shall advise the individual to make an appointment with a Human Resources or Payroll representative to complete the background screening paperwork.

If the individual begins working on campus prior to the return of the background screening, he/she will be given limited computer access unless full access is authorized in writing by the hiring vice president. In addition, the new employee shall sign two documents:

1. a form which indicates he/she understands continued employment is contingent upon the results of the background screening, and
2. a form which is a confidentiality agreement indicating an understanding and acceptance of the confidential nature of information to which the new employee may have access

A representative from Human Resources will notify the appropriate supervisor as soon as the results of the background screening are received. If appropriate, meaning the background screening indicates the individual is not a security risk, a Human Resources representative will notify a Computer Services representative that the background screening has been successfully completed. Computer Services will then ensure that appropriate computer access is provided.