Illinois Human Resources
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

Completing A Retroactive Conditional Hire Form

A retroactive conditional hire form should be completed if a candidate begins working prior to being approved for hire by the IHR Service Center. **IMPORTANT:** the retroactive conditional hire form is on page 2 of this document, and the retroactive conditional hire form **should rarely be used.**

INSTRUCTIONS TO COMPLETE THE RETROACTIVE CONDITIONAL HIRE FORM

- **DO NOT** update the following fields/text on the request form template; the IHR Service Center will update these fields:
  - Mark any of the checkboxes on the request form.
  - Change the **DATE CONDITIONAL HIRE WAS APPROVED** text.
  - Change the **DAY BEFORE CONDITIONAL HIRE WAS APPROVED** text.
- **DO** update the following text on the request form template:

  ☐ **CANDIDATE –** input the candidate's name.
  ☐ **POSITION TITLE –** input the candidate position title.
  ☐ **DEPARTMENT –** input the department where the candidate will be working.
  ☐ **CANDIDATE START DATE –** input the date the candidate began working.
  ☐ Complete the college/unit signature and date line.

- Return the completed form to IHR-BackgroundChecks@illinois.edu. The IHR Service Center will finalize the form based on the scenario and return the fully signed form to the sender.

- Please email questions to IHR-BackgroundChecks@illinois.edu.

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☐ **FINAL –** A HireRight background check and/or sexual misconduct check was processed.

☐ **NO BACKGROUND CHECK –** The check requests were processed and the HireRight background check and/or sexual misconduct checks were not needed.

☐ **STOP WORK –** The person had to stop working while waiting for the background check and/or sexual misconduct check process(es) to complete.

☐ **SEXUAL MISCONDUCT –** The person began working before the sexual misconduct check was completed.

Illinois Human Resources approves the conditional hire of **CANDIDATE** for the position of **POSITION TITLE** in **DEPARTMENT** to be effective **DATE CONDITIONAL HIRE WAS APPROVED.**

The unit understands and acknowledges that the background check and sexual misconduct check requirements and procedures, including the conditional hire process, are to be completed prior to the employee beginning work. However, in this situation, it was not able to proceed in a timely way and the employee started work prior to approval of a conditional hire.

Illinois Human Resources retroactively approves the conditional hire from **CANDIDATE START DATE** to **DAY BEFORE CONDITIONAL HIRE WAS APPROVED**. Additionally, the background check and sexual misconduct check, if required, have subsequently been cleared for this candidate.

_____ _____

COLLEGE/UNIT SIGNATURE **DATE**

_____ _____

ILLINOIS HUMAN RESOURCES APPROVAL **DATE**