Consumer Credit Report Check Policy

WPI seeks to employ qualified, fiscally responsible individuals in sensitive positions within the University. WPI is an equal opportunity employer and does not discriminate with regard to race, sex, age, national origin, religion, disability, genetic information or other characteristics protected by federal, state and local fair employment practices laws. Candidates who are selected for employment at WPI for a position that regularly engages in handling credit cards or other University funds may undergo a credit check.

WPI complies with all applicable federal and state laws regarding the collection, storage, use and disposal of information obtained as part of a credit check. This includes the consent and notice provisions of the Fair Credit Reporting Act and the Fair and Accurate Credit Transactions Act.

PROCEDURES
When candidates apply for positions at WPI, they consent to a credit check to be performed when determined to be necessary by the University. Credit checks are not done for all candidates. They are conducted when an applicant has been interviewed and is selected as a final candidate for a qualifying position. Results of these checks typically take a few days to obtain. Every effort is made to avoid delay in the hiring process.

RESPONSIBILITY FOR CONDUCTING CREDIT CHECK
The HR department is responsible for obtaining and reviewing all credit checks for qualifying positions. The Vice-President of human resources reviews the information obtained when a credit check is required for a hiring decision and provides the results to management personnel involved in the hiring process. Access to this information is strictly limited to employees of the HR department and others on a need-to-know basis to ensure that the privacy of the candidate is respected.

DISQUALIFICATION OF CANDIDATE
If the credit check reveals that the candidate for hire or transfer has a history of bad debt, the individual may be disqualified from the position. WPI complies with all federal and state law requirements for consumer and credit reports when information contained in the reports is used as a basis for taking adverse action against the individual.