

# Request for Immediate Start

Background investigations are required for all new faculty, professional staff, temporary staff, adjuncts, co-ops and volunteers as a condition of employment or assignment at Drexel University. Employment / assignment will not commence until the results of the background investigation are cleared through Human Resources. Under certain extenuating circumstances this form may be submitted **requesting** employment / assignment to start prior to clearance of the results of the background investigation.

Requests for Immediate Start will only be considered based on the following criteria:

1. Unexpected illness or unplanned absence of a current Faculty or Professional Staff Member that requires an immediate replacement (i.e. Temporary Employee or Adjunct Faculty);
2. Immediate need to fill a position based on a safety or compliance issue;
3. Immediate need to fill a research or clinical position related to patient care (if allowed by regulatory compliance), animal care or laboratory supervision;
4. Urgent business need that could result in a financial issue or otherwise inhibit the University's ability to deliver a significant service.

**NOTE: The "Request for Immediate Start" does not apply to anyone who will have direct contact with minors and, therefore, is required to obtain PA Enhanced Background Clearances for employment or any volunteer assignment.**

Candidate Name: \_\_\_\_\_

Position / Assignment: \_\_\_\_\_

School and/or Department: \_\_\_\_\_ Proposed Start Date: \_\_\_\_\_

Hiring Manager Requesting Immediate Start: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Criteria used for Request (from list above, check all that apply):  1  2  3  4

Please provide explanation:

Hiring Manager Signature: \_\_\_\_\_ Date \_\_\_\_\_

(Submit to your HR Business Partner)

*If the Request for Immediate Start form is approved by Human Resources, the Finalist Candidate will be required to sign a statement acknowledging that he or she understands that the continuance of his or her employment is conditioned upon the University's review and acceptance of the results of the background check investigation.*

HR Review Date: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Approved  Yes  No

Comments: