

**University of Kentucky - HR Pre-Employment Screening (PES) Guidelines  
for HealthCare Colleges - Dentistry (7AXXX), Nursing (7EXXX), Pharmacy (7KXXX), Health Sciences (7NXXX),  
Public Health (7PXXX) & Center for Clinical Transitional Sciences (7CXXX)**

\*\*\*It is important to note that these guidelines **DO NOT** include: College of Medicine & Hospital\*\*\*

**PES may include: Pre-Employment National Background Check (PNBC) and/or Pre-Employment Drug Screen (PDS)**

Type of Hiring Action	Type of Position Offered to Candidate		
	Regular (Staff & Faculty)	Temporary (Any position not eligible for full benefits: STEPS, Non-STEPS temporary, Post Doc or student)	Non-Service Fellows
Initial Hire*	PNBC+PDS	PNBC	None
Rehire - separated more than one year	PNBC+PDS	PNBC	None
Rehire - separated less than one year	PDS	None	None
Transfer - Regular Employee	None	None	None
Transfer - Non-regular Employee	PDS	None	None

\* **Initial Hire** is defined as any individual who has never worked for or separates from the University for more than one year.

**Please Note:**

- PNBC and PDS results are valid for one year. If candidate's original PNBC and/or PDS results are older than one year a repeat screening is required.
- HR Employment can ONLY process I-9 paperwork for an initial hire whose PES has been initiated.
- An international candidate will NOT require a PNBC if they have entered the country within the past 12 months, however a PDS may be required.

**Background:**

**Pre-Employment Drug Screen (PDS):** As of May 1, 2005 all individuals not currently employed in a regular (staff & faculty) position are required to successfully complete a PDS prior to starting a position in designated UK departments.

**Pre-Employment National Background Check (PNBC):** As of July 12, 2006, a PNBC is required for all initial hires at the University of Kentucky per Kentucky House Bill 3 (KRS 164.281). This requirement includes regular (staff & faculty), temporary and student positions.

**Additional Information:**

HR Policy & Procedure 11.0 - Pre-Employment Screening  
PES Screening Website: [www.uky.edu/HR/employment/hiring-officials](http://www.uky.edu/HR/employment/hiring-officials)  
Updated: 3/1/16

**Contact Information:**

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