

CU Careers: Step-by-Step Guide

Background Check Process

This guide contains information for background check coordinators (BCCs) to run HireRight background checks through CU Careers. Background checks are initially identified in the Non-Person Profile Transaction page in HCM and feed over to CU Careers. The BCC can then identify which background checks are required and request the screening service. Background check completion dates feed back to HCM and are stored on the Non-Person Profile of the new hire in HCM.

Note: Additional background checks that were not indicated in HCM can be run on an ad hoc basis.

Completion dates for ad hoc background checks (those not initiated in CU Careers) must be entered manually into HCM because they are not included in the information sent back to HCM.

Filtering the Candidate List

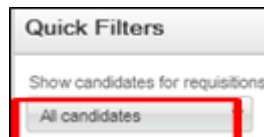
This section describes how to filter a list of candidates so that the background check coordinator can identify those that are ready for the initiation of background checks.

To filter the list of candidates:

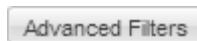
1. Click the **Candidates** tab from the recruiting menu bar.



2. From **Quick Filters**, click **All Candidates**.



3. If you want, click **Advanced Filters** on the bottom left of the page.

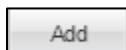


4. From **Available Criteria**, click **Selection Status**.

5. In the **Selection Status** field, begin typing **Initiate** and click **Select** for each of the Initiate background check items. Both options must be selected to capture those candidates in the Recruit and Direct Hire CSWs.



6. Click **Add**.



7. Confirm that your filter has been added to the **Selected Criteria** area:

The left screenshot shows the 'Available Criteria' list with 'Selection Status' highlighted. The right screenshot shows the 'Advanced Filters' interface with the 'Selected Criteria' area containing the filter 'Selection Status: included in [Initiate background check]'.

8. Click **Done**.

You will now be able to identify required background checks, either by viewing a specific requisition or by viewing the requisition list, as described in the following procedures.

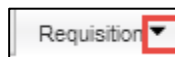
Identifying Required Background Checks

Option 1: Viewing a Specific Requisition

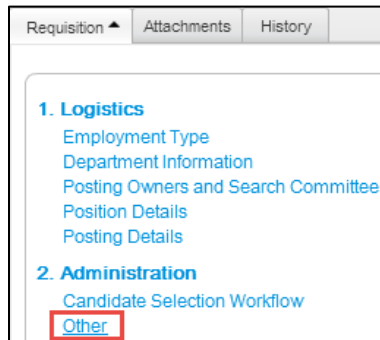
1. From the candidate list, click the requisition title to view required background checks.

Selected Criteria					
Selection Status: included in [Initiate background check] X					
<input type="checkbox"/>	Candidate	Selection Step, Status	Email Address	Req. ID, Title	
	Test, Test (10740)	Offer Checks - Initiate background check	tracy.hooker@cu.edu	01336 - Cook 2	
	Tester, Passport (11000)	Offer Checks - Initiate background check	lynette.mullen@oradl.com	01385 - Taleo - HireRight Test	
	Corwin, Cindy (10363)	Offer Checks - Initiate background check	ccorwin61@hotmail.com	01364 - (Cindy Script Test- HR) Program Assistant	
	Frakes, Ashley Marie (11401)	Offer Checks - Initiate background check	ashley.frerking@gmail.com	01409 - Sales Assistant I	
	Tester, Passport2 (11563)	Offer Checks - Initiate background check	mullenlynette+pt2@gmail.com	01415 - Taleo - HireRight Test 2	
	Hanson, Taylor (48421)	Offer Checks - Initiate background check	brynn.shader@cu.edu	01554 - Program Assistant I	
	Cleves, Ana (49363)	Offer Checks - Initiate background check	ana.cleves@colorado.edu	01651 - Assistant Professor of Public Relations-AC	
	Bennett, Alisha M (49570)	Offer Checks - Initiate background check	alisha.bennett@colorado.edu	01649 - Assistant Professor of Public Relations-ABennett	
	Marley, Bob (11201)	Offer Checks - Initiate background check	ashley.eschler@cu.edu	01561 - Graphic Designer	
	Jones, Briget (48340)	Offer Checks - Initiate background check	ashley.eschler@cu.edu	01561 - Graphic Designer	

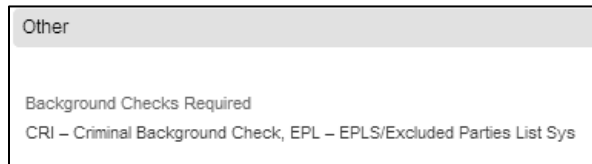
2. Click the arrow next to the **Requisition** tab.



3. Under Administration, click **Other**.



4. Notice the required background checks listed in the **Other** section and make note of it.

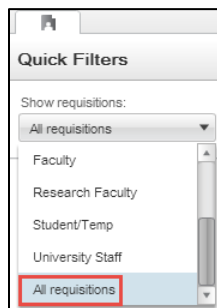


5. Click the back button of your browser to return to the candidate list page.

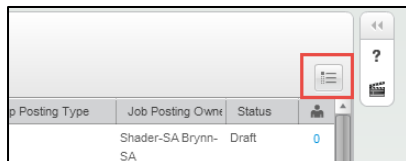
Identifying Required Background Checks

Option 2 – Viewing the Requisition List

1. From the homepage, click **Requisitions** from the Recruiting menu bar.
2. From the Quick Filters on the left, click **All Requisitions** from the **Show requisitions** dropdown.







3. Click the sort button on the top right corner of the page.





4. From the **List Formats** box, click the pencil icon that appears next to **Personal Format 1**.

List Formats
Select a requisition list format.

☐ Personal Format 1  

☐ Personal Format 2  

☐ Personal Format 3  

☒ Default requisition list format

The List Format Configuration box appears.

5. In the **Format Name** field, type **Background Checks**.

List Format Configuration

Format Name:

Background Checks

6. Select the checkboxes for the following items:

- Candidate Count
- Title
- Requisition ID
- Job Posting Owner
- Status Detail
- Hiring Manager
- Department
- Background Checks Required

Note: Make sure **Background Checks Required** is selected.

Displayed	Order	Column Name
<input type="checkbox"/>		Posting Date in Career section
<input type="checkbox"/>		Search Committee/Collaborators
<input type="checkbox"/>		Hiring Manager
<input checked="" type="checkbox"/>	2	Department
<input checked="" type="checkbox"/>	1	Background Checks Required

7. You can use the **Reorder** button to change the order in which the columns display.

Format Name:

Background Checks

Reorder

8. Double-click in the **Sort By** column. A down arrow appears:

List Format Configuration

Format Name:

Background Checks

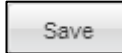
Reorder

Displayed	Order	Column Name	Sort By	Then By	Then By
<input checked="" type="checkbox"/>	5	Requisition ID	▼		
<input checked="" type="checkbox"/>	6	Title			
<input checked="" type="checkbox"/>	7	Status Detail			
<input checked="" type="checkbox"/>	8	Candidate Count			
<input type="checkbox"/>		Item requiring attention			

Number of columns selected: 8

Save Cancel

9. Click **Save**.



10. Click **Apply**.



You can now view the required background checks for each requisition on your campus. This is now viewable each time you visit the Requisitions tab.

		Title	Position Number	ID	Background Checks Required	Employment Group Posting Type	Department
0		Research Associate	00672192	03836	CRI – Criminal Background Check; EPL – EPLS/Excluded Parties List Sys	Research Faculty	10080 - Coop Inst Res/Envrm Sci - Dir
0		Windows Administrator	00668037	03835	CRI – Criminal Background Check; EPL – EPLS/Excluded Parties List Sys; OTH – Other Background Check; SEX – Sex Offender Background Check	Research Faculty	10060 - Lab Atmos/Space Physics

Note: You can also change the order of the columns by dragging the column heading into the location you want.

Initiating Background Checks

1. Click the candidate's name to display that candidate's profile.

	Candidate	Selection Step, Status: 1	Email Address	Req. ID, Title
	Hanson, Taylor (48421)	Offer Checks - Initiate background check	brynn.shader@cu.edu	01554 - Program Assistant I

2. Click **More Actions**.



3. Click **Request a Screening Service**.

Create Self-assigned Task...

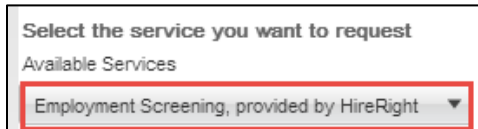
Request a Screening Service

Send Correspondence...

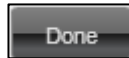
Change Step/status...

Revert...

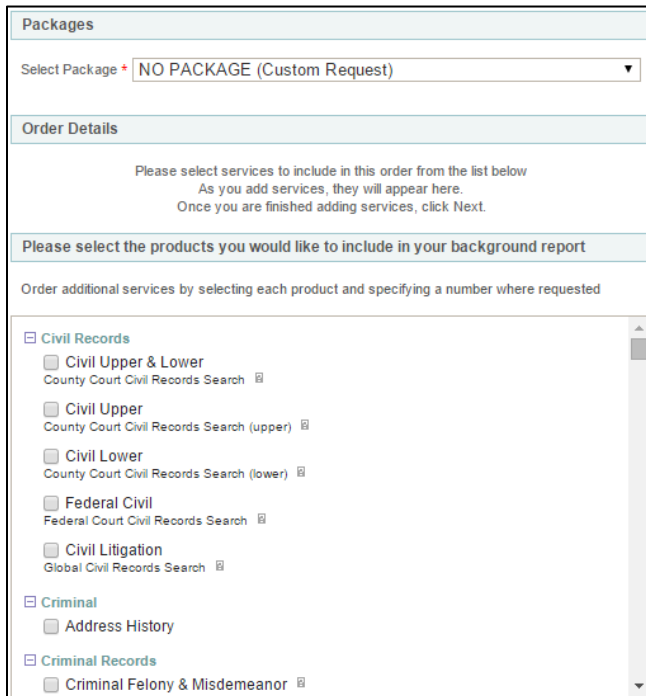
4. From the Request Screening Service box, navigate to the **Available Services** dropdown and select **Employment Screening, provided by HireRight**.



5. Click **Done**.



6. Select your packages from the HireRight order screen:



7. Click **Next**.

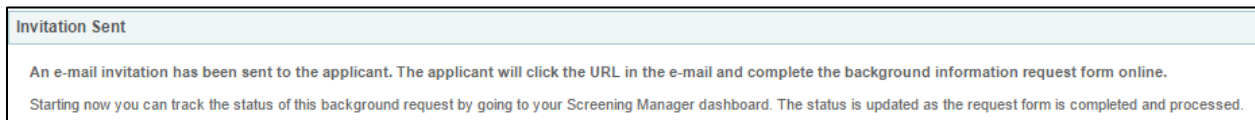


8. Review the section, **Applicant Information 1**, to ensure accuracy and select additional recipients of notifications.

9. Click **Next**.



10. The Invitation Sent screen displays a confirmation that an e-Consent was sent to the candidate.



11. Click the **Exit** button on the top right of the window to exit the page.



Viewing Background Check Results

1. Click the down arrow located next to the **Job Submission** tab.
2. Click **Screening**.

Job Submission ▼

- 1. **Personal Information**
 - Candidate Personal Information
 - eSignature
- 2. **Profile**
 - Submission Medium
 - Source Tracking
 - Regulations
- 3. **Prescreening**
 - Prescreening Questionnaire
- 4. **Screening**
 - Screening**

3. To view full details, click the **Details** link.

▼ 4. Screening

Screening

Background Check

Employment Screening, provided by **HireRight**

Requester	Request Date	Provider Status	Status	Result Summary	
Brynn-HRS Brynn-HRS	7/2/15	Sent to Applicant	Sent to candidate	(Adjudication Result)	Details

4. Click **View HireRight Background Screening Order Details** to view the full report in HireRight.

▼ 4. Screening

Screening

[Back](#)

Background Check

Employment Screening, provided by **HireRight**

Search an extensive menu of employment background screening services to obtain an overview of a candidate's background. Available searches include criminal records, social security number, motor vehicle records, education and certifications, credit history, and many more.

Details

Requester	Request Date	Provider Status	Status	Result Summary
Brynn-HRS Brynn-HRS	7/2/15	Sent to Applicant	Sent to candidate	(Adjudication Result)

Results Expiration Date	Last Activity Date	Reference Number (Internal)	Reference Number (External)
Always valid	7/2/15	1011540	Not Specified

Parameters Used

HireRight Package
HireRight Background Check

Results

Discrepancies	Checks	Adjudication Result	Summary	Completion
View HireRight Background Screening Order Details Access HireRight Screening Manager				