

# 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.

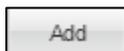


4. From **Available Criteria**, click **Selection Status**.

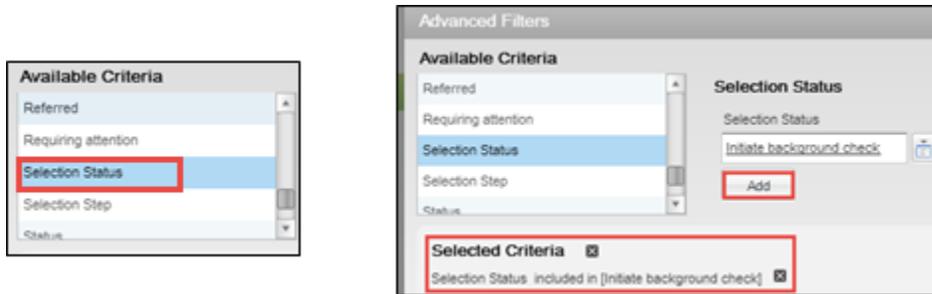
5. In the **Selection Status** field, begin typing **Initiate** and click **Select** for each of the Initiate background check items. Both options must be selected to capture those candidates in the Recruit and Direct Hire CSWs.



6. Click **Add**.



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



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

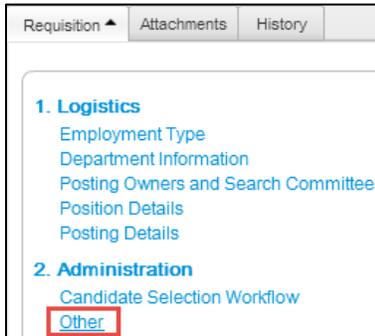
### Option 1: Viewing a Specific Requisition

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

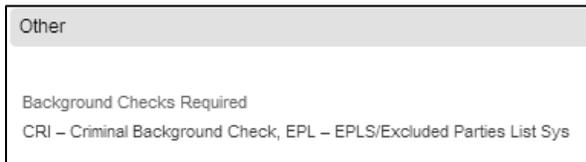
Selected Criteria				
Selection Status included in [Initiate background check] <input checked="" type="checkbox"/>				
<input type="checkbox"/>	Candidate	Selection Step, Status: 1 ▼	Email Address	Req. ID, Title
	Test, Test (10740)	Offer Checks - Initiate background check	tracy.hooker@cu.edu	01336 - Cook 2
	Tester, Passport (11000)	Offer Checks - Initiate background check	lynette.mullen@orad e.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@gm ail.com	01409 - Sales Assistant I
	Tester, Passport2 (11563)	Offer Checks - Initiate background check	mullennynette-pt2@g mail.com	01414 - Taleo - HireRight Test 2
	Hanson, Taylor (48421)	Offer Checks - Initiate background check	brynn.shader@cu.e du	01554 - Program Assistant I
	Cleves, Ana (49363)	Offer Checks - Initiate background check	ana.cleves@colorad o.edu	01651 - Assistant Professor of Public Relations-AC
	Bennett, Alisha M (49570)	Offer Checks - Initiate background check	alisha.bennett@colo rado.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. 

- Under Administration, click **Other**.



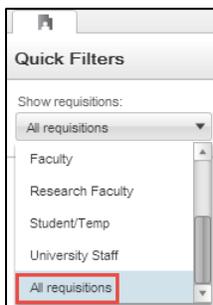
- Notice the required background checks listed in the **Other** section and make note of it.



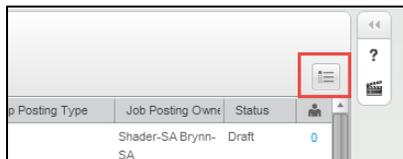
- Click the back button of your browser to return to the candidate list page.

## Identifying Required Background Checks Option 2 – Viewing the Requisition List

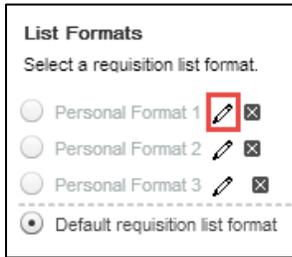
- From the homepage, click **Requisitions** from the Recruiting menu bar. 
- From the Quick Filters on the left, click **All Requisitions** from the **Show requisitions** dropdown.



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

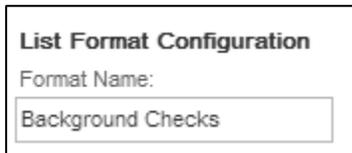


- From the **List Formats** box, click the pencil icon that appears next to **Personal Format 1**.



The List Format Configuration box appears.

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



- Select the checkboxes for the following items:

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

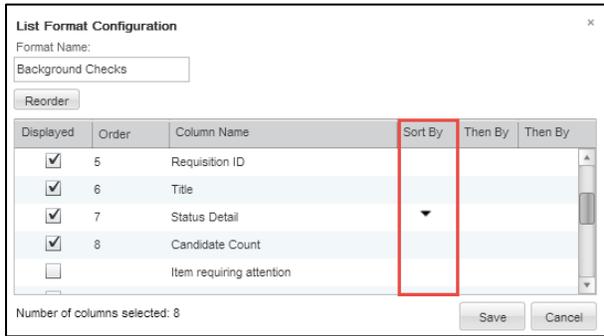
**Note:** Make sure **Background Checks Required** is selected.

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

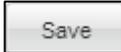
- You can use the **Reorder** button to change the order in which the columns display.



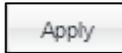
8. Double-click in the **Sort By** column. A down arrow appears:



9. Click **Save**.



10. Click **Apply**.



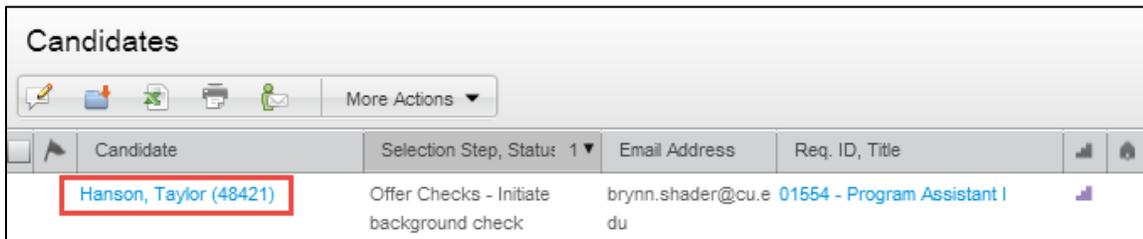
You can now view the required background checks for each requisition on your campus. This is now viewable each time you visit the Requisitions tab.

Title	Position Number	ID	Background Checks Required	Employment Group Posting Type	Department
Research Associate	00672192	03836	CRI – Criminal Background Check; EPL – EPLS/Excluded Parties List Sys	Research Faculty	10080 - Coop Inst Res/Envrn Sci - Dir
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

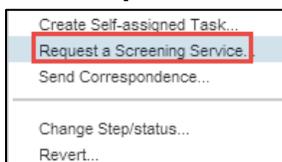
1. Click the candidate’s name to display that candidate’s profile.



2. Click **More Actions**.



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



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

Select the service you want to request

Available Services

Employment Screening, provided by HireRight ▼

5. Click **Done**.



6. Select your packages from the HireRight order screen:

Packages

Select Package \* NO PACKAGE (Custom Request) ▼

Order Details

Please select services to include in this order from the list below  
As you add services, they will appear here.  
Once you are finished adding services, click Next.

Please select the products you would like to include in your background report

Order additional services by selecting each product and specifying a number where requested

- Civil Records
  - Civil Upper & Lower  
County Court Civil Records Search
  - Civil Upper  
County Court Civil Records Search (upper)
  - Civil Lower  
County Court Civil Records Search (lower)
  - Federal Civil  
Federal Court Civil Records Search
  - Civil Litigation  
Global Civil Records Search
- Criminal
  - Address History
- Criminal Records
  - Criminal Felony & Misdemeanor

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.

Invitation Sent

An e-mail invitation has been sent to the applicant. The applicant will click the URL in the e-mail and complete the background information request form online.  
Starting now you can track the status of this background request by going to your Screening Manager dashboard. The status is updated as the request form is completed and processed.

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)	<a href="#">Details</a>

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
<a href="#">View HireRight Background Screening Order Details</a> <a href="#">Access HireRight Screening Manager</a>				