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.
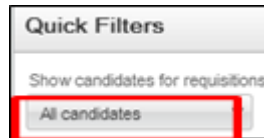
Contents

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.
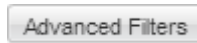
To filter the list of candidates:

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

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

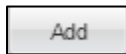3. If you want, click **Advanced Filters** on the bottom left of the page.

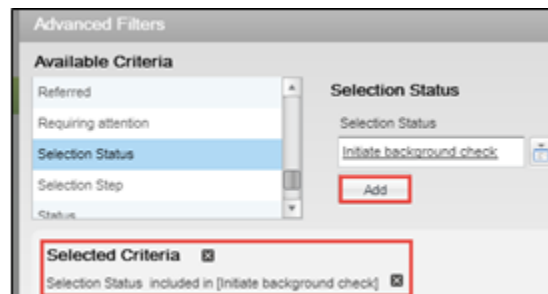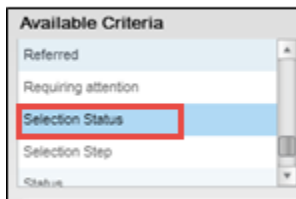4. From **Available Criteria**, click **Selection Status**.

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.
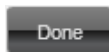
6. Click **Add**.

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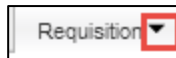
8. Click **Done.**

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

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

	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@oracle.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	0141 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	▂▃	

Selected Criteria
Selection Status included in [Initiate background check] ☒

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

   Requisition ▼

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

   Requisition ▲ | Attachments | History

   1. Logistics
   Employment Type
   Department Information
   Posting Owners and Search Committee
   Position Details
   Posting Details

   2. Administration
   Candidate Selection Workflow
   Other

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

   Other

   Background Checks Required
   CRI – Criminal Background Check, EPL – EPLS/Excluded Parties List Sys

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

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**.

5. Click **Done**. . The integration between Taleo and HireRight will then take the user directly to HireRight.

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.

   Job Submission ▼

2. Click **Screening**.

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

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