University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus
EMPLOYEE SERVICES

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.

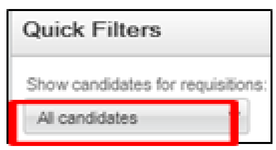
Note: Additional background checks that were not indicated in HCM can be run on an ad hoc basis. Completion dates for ad hoc background checks must be entered manually into HCM because they are not included in the information sent back to HCM.

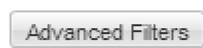
Filtering the Candidate List

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. 

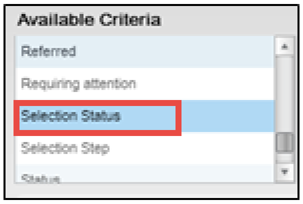
2. From **Quick Filters**, click **All Candidates**. 

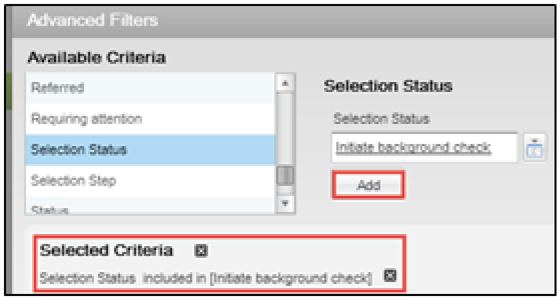
3. If you want, click **Advanced Filters** on the bottom left of the page. 

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:



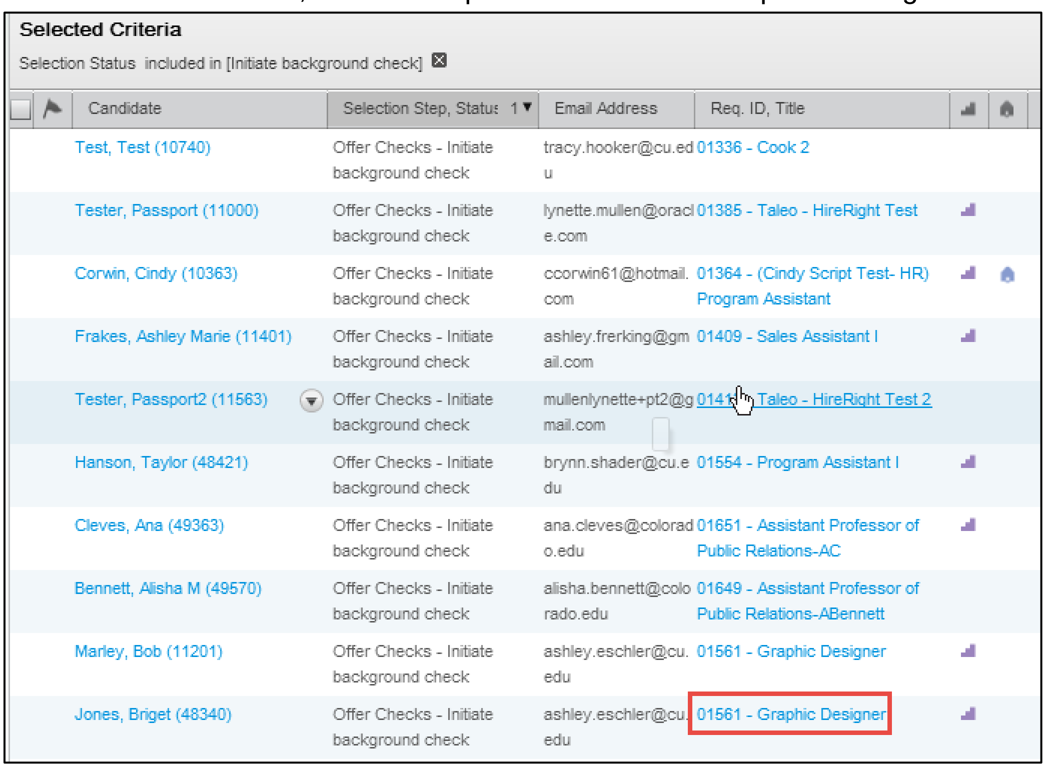


8. Click **Done.** 

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.



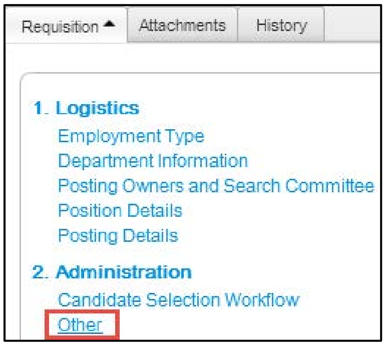
Selected Criteria

Selection Status included in [Initiate background check]

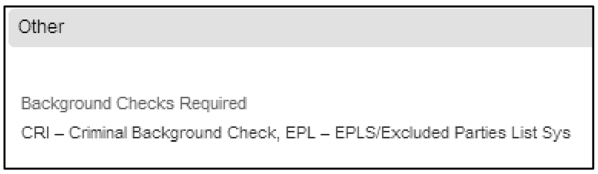
Candidate	Selection Step, Status	Email Address	Req. ID, Title
Test, Test (10740)	Offer Checks - Initiate background check	tracy.hooker@cu.edu	01336 - Cook 2
Tester, Passport (11000)	Offer Checks - Initiate background check	lynette.mullen@oracle.com	01385 - Taleo - HireRight Test
Corwin, Cindy (10363)	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	014… - 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.

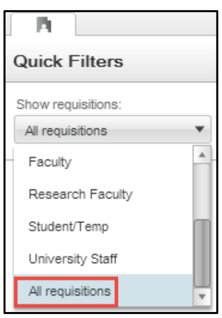


5. Click the back button of your browser to return to the candidate list page.

Identifying Required Background Checks Option 2 – Viewing the Requisition List

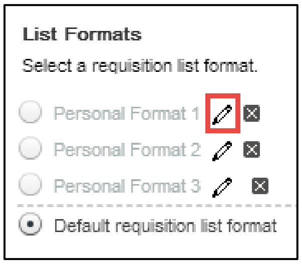
1. From the homepage, click **Requisitions** from the Recruiting menu bar.

2. From the Quick Filters on the left, click **All Requisitions** from the **Show requisitions** dropdown.



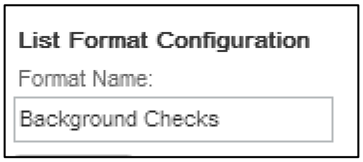
3. Click the sort button on the top right corner of the page.

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



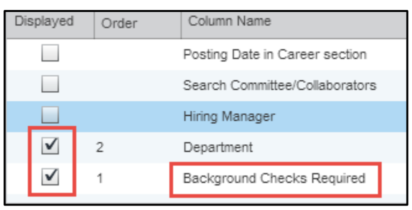
The List Format Configuration box appears.

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

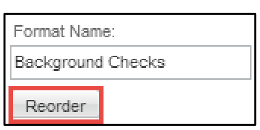


6. Select the checkboxes for the following items:
   - Candidate Count
   - Title
   - Requisition ID
   - Job Posting Owner
   - Status Detail
   - Hiring Manager
   - Department
   - Background Checks Required

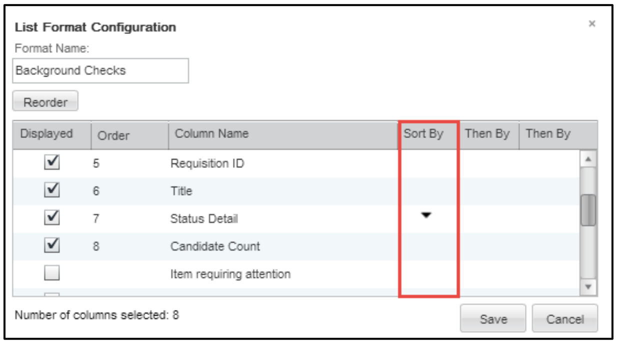
   Note: Make sure **Background Checks Required** is selected.



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



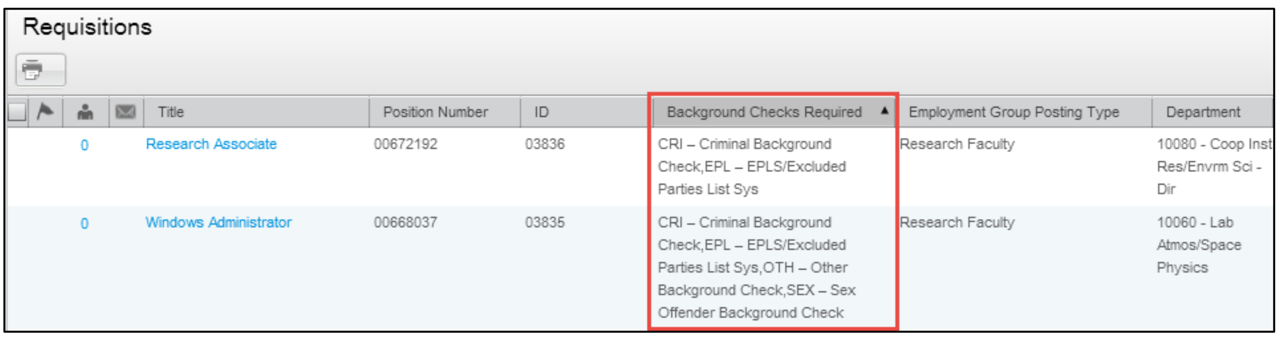
8. Double-click in the **Sort By** column. A down arrow appears:



9. Click **Save**. 

10. Click **Apply**. 

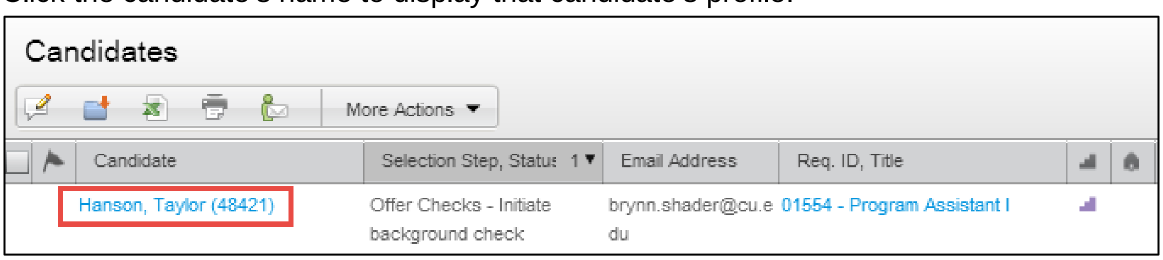
You can now view the required background checks for each requisition on your campus. This is now viewable each time you visit the Requisitions tab.



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

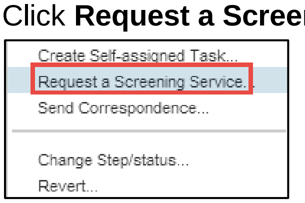
Initiating Background Checks

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

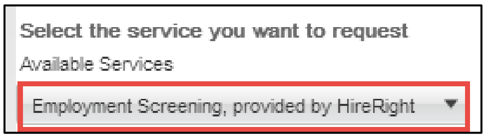


2. Click **More Actions**. 

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

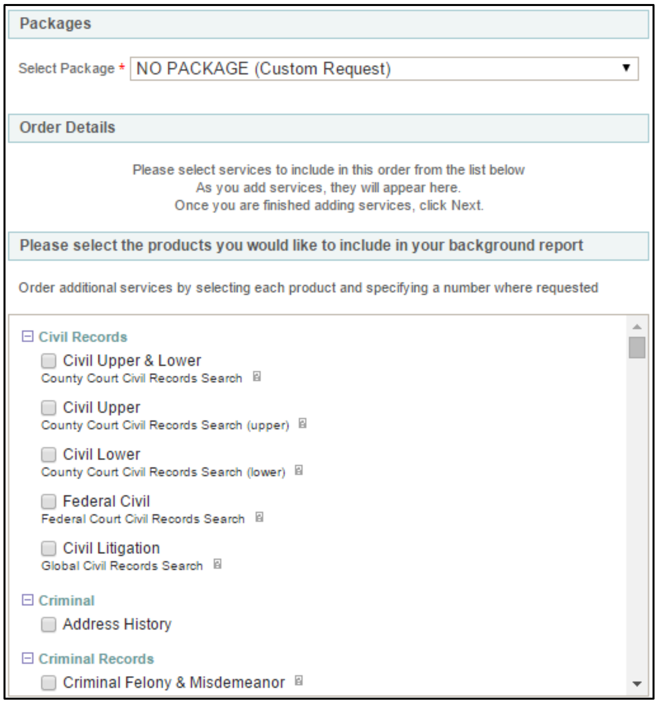


4. From the Request Screening Service box, navigate to the **Available Services** dropdown and select **Employment Screening, provided by HireRight**.



5. Click **Done**. 

6. Select your packages from the HireRight order screen:

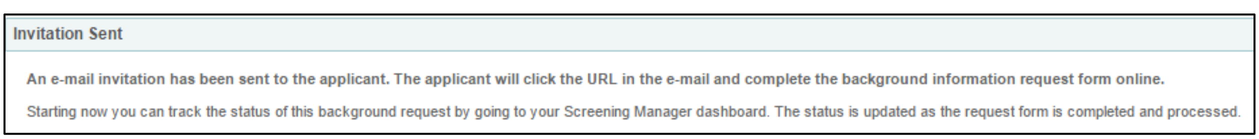


7. Click **Next.** 

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.

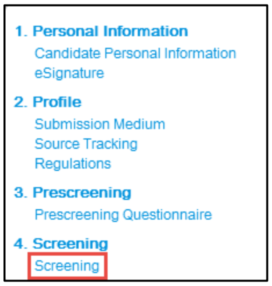


11. Click the **Exit** button on the top right of the window to exit the page. 

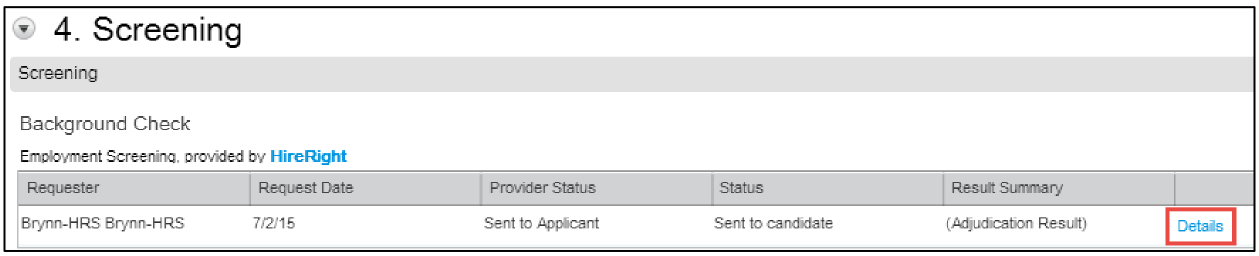
Viewing Background Check Results

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

2. Click **Screening**.



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



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