

## **CU I&E Submission: HireRight** <sup>[1]</sup>

### **Description**

When HR took over entering and submitting the background checks to HireRight, Anja and I implemented sending the HireRight link directly to the candidate so they could enter their personal information themselves.

Doing background checks this way has saved time and money.

- 1) the Personal History Questionnaire was lengthy and took me several minutes to enter each one.
- 2) I had to try to decipher a candidates handwriting which wasn't always easy and took additional time.
- 3) The Persona History Questionnaire was lengthy. The candidate would have to complete an 8 pages form that I would then print out. The new form that Anja and I signed is 1 page.

### **How does this impact the University?**

Saves money in printing costs. I have more time to direct my energy's elsewhere. Being more productive saves the university money.

### **Implementation Status**

Saves the University money in printing cost and productive. The candidates seem to respond to HireRight soon enabling me to get the results returned to the Hiring Authority quicker.

### **Submitter's Information**

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Additional Team Members: Anja Wynne

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#### **Links**

[1] <https://www.cu.edu/controller/i-e-awards/past-submissions/cu-ie-submission-hireright>

[2] <mailto:crhoads@uccs.edu>