

Background Check Notification System

The Division of Human Resources,
Diversity & Inclusion

July 14, 2016



Introduction

- The online Campus Background Check Notification system enables campus users to request background checks for all new and rehire campus employees.
- The notification system will generate up-to-date automated notices to the requester and hiring manager.
- This electronic system is compliant with CSU regulations.
- It is simple to use!

Accessing the System

- To access the Background Check Notification System, the requestor clicks the background check notification hyperlink which will be located on the Employment Services webpage within the Human Resources, Diversity & Inclusion website.
- To log into the system, the requestor will use his/her Campus Username and Password (The same User Name and Password used to log into the CSUF Portal).

Background Check Notification System

Please enter your username and password

Campus Username:

Password:

The CSU Board of Trustees and Chancellor's Office issued a comprehensive Employee Background Check Policy effective August 3, 2015.

Prior to any offer of employment, new and rehire employees at all CSU campuses, including auxiliary employees, will undergo a background check. This policy requires background checks to be conducted on all final candidates before they are offered the position.

Candidate Information

Background Check Notification System

Please provide the following candidate information:

Candidate Information	
Name of Candidate:	<input type="radio"/> Enter By CWID <input checked="" type="radio"/> Enter By Name
	First Name: <input type="text" value="Daffy"/>
	Last Name: <input type="text" value="Duck"/>
Email:	<input type="text" value="dduck@fullerton.edu"/>

Candidate Type	
<input type="radio"/> Emergency Hire/Quick Hire	<input type="radio"/> Graduate Assistant
<input checked="" type="radio"/> Full-Time Faculty	<input type="radio"/> Independent Contractor
<input type="radio"/> Part-Time Faculty	<input type="radio"/> Volunteer
<input type="radio"/> Student Employee	
<input type="radio"/> Teaching Associate	

Proceed

- Once logged in, the requestor selects whether to enter by CWID or enter by name.
- **Enter by CWID:** If the CWID is available, enter the CWID and click Select. The candidate's first and last name will auto populate.
- Then, enter the candidate's email address and select the candidate type. Press the Proceed button.
- **Enter by Name:** Select Enter by Name if the CWID is not available. Enter the candidate's first name, last name and email address.
- Then, select the candidate type and press the Proceed button.

Candidate Questionnaire

Background Check Notification System

Candidate CWID: **Candidate Name:** Daffy Duck **Candidate Type:** Full-Time Faculty

Answering the questions below as it relates to the job requirements will identify the type of background check, if any that is required.

Full-Time Faculty are required to undergo a background check if the work they will be doing is considered by the CSU as “sensitive”. Please complete the following questionnaire regarding the full-time faculty. If any questions are answered “yes” the full-time faculty must complete a form that will enable the University’s vendor to conduct a background check and may need to submit their fingerprints to University Police.

Please contact the Division of Human Resources, Diversity and Inclusion at extension 2425 or at hr@fullerton.edu if you have any questions.

QUESTION #	QUESTION	ANSWER
1	Serve as a sworn University Police Officer, cadet, or dispatcher?	<input type="radio"/> YES <input type="radio"/> NO
2	Have regular or direct contact with minor children, including at CSUF-hosted camps?	<input type="radio"/> YES <input type="radio"/> NO
3	Have access to stored criminal offender information?	<input type="radio"/> YES <input type="radio"/> NO
4	Have access to patients, drugs or medications?	<input type="radio"/> YES <input type="radio"/> NO
5	Be responsible for the care, safety and security of people, animals and/or CSUF property?	<input type="radio"/> YES <input type="radio"/> NO

- Information about the position type, questionnaire instructions and contact information is provided before the questionnaire portion of the page.
- The requestor will answer 13 questions in order to identify the type of background check that is required, if any.
- All 13 questions must be answered before proceeding to the next page.

Candidate Questionnaire, *continued*

- If the requestor answered, “**No**” to every question, then s/he will be directed to a **Confirmation** page stating that the position is not sensitive and a background check or fingerprint is not required. The requestor has the opportunity to submit another/new request or exit the website.

Background Check Notification System

Confirmation

Your responses indicate that this is not a sensitive position and a background check is not required.

[Submit a New Request](#)

Candidate Questionnaire, *continued*

Candidate CWID: Candidate Name: Daffy Duck Candidate Type: Full-Time Faculty (Includes Librarians, Coaches and Counselors)

A background check is required, please complete the information below.

Question	Answer
Name of Hiring Manager/Supervisor:	Robin Graboyes
Hiring Department:	Employment Services
Department Funding this Recruitment:	10137 - Employment Services
Person to notify:	Griselda Marquez Change
Proposed Offer Date:	08/31/2016
Proposed Start Date:	09/02/2016
Has this individual been employed by the CSU previously?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Requestor Information			
Requestor Name:	Jill Rodriguez	Request Date:	8/28/2016
Requestor Department:	Dean HHD		

- If the requestor answered, “Yes” to at least one of the questions, then s/he will be directed to a page which requires the completion of the following fields:
 - Name of hiring manager
 - Hiring department
 - Department funding for this recruitment
 - Person to Notify (if applicable)
 - Proposed Offer date
 - Proposed Start date
 - Indicate whether this candidate was previously employed by the CSU
 - Reason for hire
- Once fields are populated, hit the Submit button.

Submission Confirmation

Background Check Notification System

Confirmation

The following background check request has successfully been submitted.

Candidate CWID:	
Candidate Name:	Daffy Duck
Hiring Department:	Employment Services
Hiring Manager	Robin Graboyes
Funding Department:	Employment Services
Person To Notify:	Griselda Marquez
Proposed Offer Date:	8/31/2016
Proposed Start Date:	9/2/2016
Requestor	Jill Rodriguez
Requestor Department:	Dean HHD
Request Date:	8/28/2016
Background Check Requirements:	Background check only.
Action Required:	None at this time. You will be notified via email when the candidate has been cleared.

Thank you for your submission. HRDI Employment Services will reach out to you upon completion of the background check requirements.

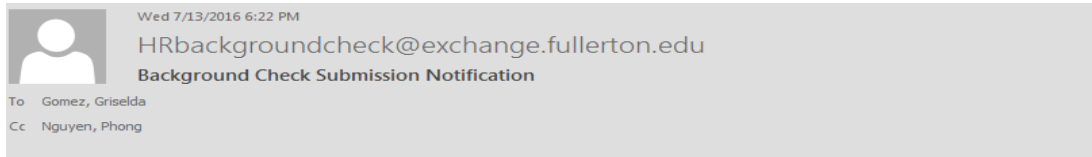
Please feel free to contact us with questions.

HRDI
Employment Services
(657) 278-2425
HRbackgroundcheck@fullerton.edu

[Submit a New Request](#)

- The requestor receives a confirmation once s/he has submitted the background check request. The requestor has the opportunity to submit another/new request or exit the website.

Confirmation Email



Background Check Notification System

PLEASE NOTE THIS EMAIL IS FOR TESTING PURPOSES ONLY. PLEASE DO NOT TAKE ANY ACTION.
This email would be sent to: grgomez@exchange.fullerton.edu and CC'd to rgraboves@exchange.fullerton.edu;

The following background check request has successfully been submitted.

Candidate CWID	
Candidate Name	Daffy Duck
Hiring Department	Employment Services
Hiring Manager	Robin Graboyes
Funding Department	Employment Services
Proposed Offer Date	7/18/2016
Proposed Start Date	7/25/2016
Requestor	Griselda Marquez
Requestor Department	Employment Services
Request Date	7/13/2016
Background Check Requirements	Background check only.
Action Required	None at this time. You will be notified via email when the candidate has been cleared.

Thank you for your submission. HRDI Employment Services will reach out to you upon completion of the background check requirements.


Please feel free to contact us with questions.

HRDI
Employment Services
(657) 278-2425
HRbackgroundcheck@fullerton.edu

- The requestor and the hiring manager (or the designated person to notify) will receive a confirmation email once the requestor has successfully submitted the background check request.

Automated Update

Wed 7/13/2016 6:41 PM

 HRbackgroundcheck@exchange.fullerton.edu
Background Check Clearance Notification

To: Gomez, Griselda
Cc: Nguyen, Phong

Background Check Notification System

PLEASE NOTE THIS EMAIL IS FOR TESTING PURPOSES ONLY. PLEASE DO NOT TAKE ANY ACTION.
This email would be sent to: rgomez@exchange.fullerton.edu and CC'd to rgraboyes@exchange.fullerton.edu;

The background check for the following candidate has been completed and is cleared to begin work. Please proceed with the offer.

Candidate CWID	
Candidate Name	Daffy Duck
Hiring Department	Employment Services
Hiring Manager	Robin Graboyes
Proposed Offer Date	7/18/2016
Proposed Start Date	7/25/2016
Requestor	Griselda Marquez
Requestor Department	Employment Services
Request Date	7/13/2016
Clearance Date:	7/13/2016

Please feel free to contact us with questions.

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HRbackgroundcheck@fullerton.edu

- When the background check successfully clears, the requestor and the hiring manager (or the designated person to notify) will receive a confirmation email and can proceed with the offer.