Background Check Guide for Faculty & ASE
(For recruiting positions in Units 3 & 11)

Table of Contents

Request the Background Check

Department users only need to complete this step 1 – request the background check. The rest of this guide explains the background check process after it is initiated by a dept. user.

All Final Candidates for staff, faculty, and certain student employee positions will need go through the background check process. The first step is to move your Final Candidate into the appropriate Application Status after they accept the verbal offer. Doing so will notify HRIE (Academic HR Services) to initiate the background check with our vendor, Accurate.

Please note:

- The screenshots in this guide correspond to a tenure-track faculty recruitment. The application status titles in CHRS Recruiting will vary depending on the type of employee you are hiring (tenure-track faculty, part-time faculty, Academic Student Employees, coaches, counselors, etc.).

1. **Request the background check:** after the candidate accepts the offer, update the application status to request a background check.

   A. Navigate to the Application Status page and click the Final Candidate's status.

New applicant | Search by answers to questions | Merge applicants | Select a bulk action ⌄

ⓘ **Accurate Testing Fullerton - Instr Fac AY (Arts 2) (496082)**

A

| Search | **Results** |

☑All ⌄ | Submitted | Status | | Applicant No | Pref Name | First name | Last nar |
| ☐☐☐ Sep 10, 2020 | Dean Prepare Verbal Offer | | 2194 | ● Irma | Test 1 |

   B. Select the next appropriate status. The appropriate status will depend on the type of recruitment:
      - Tenure-Track Faculty: *Dean Verbal Offer Accepted*
      - Part-Time Faculty & Academic Student Employees: *Verbal Offer Accepted – Request Background Check*
      - Coach: *Verbal Offer Accepted*
      - Counselor: *CAPS Director Offer Accepted*

Change application status

Dept Chair S-F Reference Check Approved - HOLD
Dept Chair S-F Reference Check Denied
DSC Finalist Recommendation
Dean Finalist Approved
DSC Letter of Recommendation Requests
DSC Invite Finalist On-Campus Interview
DSC Finalist Interview Accepted - HOLD
DSC Finalist Interview Declined - COMPLETE
DSC Finalist Reference Check - HOLD   **B**
DSC Finalist Reference Check Unsuccessful - HOLD
DSC Final Recommendation to Dean
Dean Prepare Verbal Offer
Dean Verbal Offer Accepted
Dean Verbal Offer Declined - COMPLETE
HRDI Background Check Initiated
HRDI Accurate Background Check Pending Data Entry and/or Accurate Processing
HRDI Offer Online Made - External
HRDI Offer Online Made - Internal
HRDI Accurate Background Check Results Available

Accurate Background Check Unsuccessful
HRDI Offer Revised
HRDI Appointment Offer Acknowledgement
DSC Candidate Unsuccessful - COMPLETE
DSC Semi-Finalist Unsuccessful - COMPLETE
DSC Finalist Unsuccessful - COMPLETE

C

| Submit | **Next >** | Cancel |

   C. Then click 'Next' at the bottom of the screen.

D. The Confirm Status Change window opens. The status you selected is automatically set to trigger an email to HRIE and the other check marked users.

Confirm status change 🖨

You are about to move **Irma Test 1** to a different status:

From status:	DSC Applicant Successful/Candidate Review - HOLD
To status:	Dean Verbal Offer Accepted

Communication template: ⌄ -- No template --

E-mail: Applicant: ○ Yes ● No

ℹ No SMS will be sent to the applicant as they do not wish to receive them.

Additional users from Job: ● Yes ○ No

Additional users from Job

☑ Department Admin   ☐ Hiring Manager
☑ HR Representative   ☑ Reports to Supervisor Name
☑ Search Committee Chair   ☐ Search Committee Member

Additional users from Offer

☐ i9 Coordinator   ☐ Hiring Manager

D

Move now   Cancel

E. Scroll down to review the email – it will notify users the Final Candidate has accepted the offer and/or instruct HRIE (Academic HR Services) to initiate the background check.

Confirm status change 🖨

☐ i9 Coordinator   ☐ Hiring Manager
☐ Reports To

Other additional users

[   ] 🔍 ⌫

E-mail from:* [noreplyatm@fullerton.edu]

E-mail subject:* [Verbal Offer Accepted/Background Check - {JOBTITLE}, {JOBNO}]

E-mail body:*   Merge fields

B *I* U S | ☰ ⌄ | ☰ ⌄ | → → | Formats ⌄ | A ⌄ | A ⌄ | 🔗 | ⊞ ⌄ | I×| <> | ⓘ

Hello,

Congratulations! The final candidate for {JOBTITLE}, {JOBNO} has accepted the Dean's verbal offer.

Academic HR Services will move the candidate {FIRSTNAME} {LASTNAME} to the next status in CHRS Recruiting to initiate the background check.

Kind Regards,
Dean

E

F

Move now   Cancel

F. Click 'Move Now' at the bottom of the screen.

END OF INSTRUCTIONS FOR DEPARTMENT USERS.
The rest of the guide explains the background check process.

HRIE Initiates the Background Check

HRIE (Academic HR Services) will now move the Final Candidate into the application status that triggers Accurate Background integration. Integration will automatically send a request for the background check from CHRS Recruiting to Accurate. Only HRIE's CHRS Recruiting users who have accounts with Accurate Background will be able to trigger the integration to Accurate's system, which will initiate the background check process.

During this part of the process, you may see the following Accurate Background Check Application Statuses next to the Final Candidate's name in CHRS Recruiting – see last page for exact definitions:

- *Accurate Background Check Initiated*

- *Background Check Initiated through Accurate Client Portal*

During the Background Check

After the background check is initiated, Accurate will email the Final Candidate and ask them to complete a background check form. Accurate Integration will automatically set the application status to *Accurate Background Check Pending Data Entry and/or Processing.* Once the Final Candidate fills out and submits the background check form to Accurate, the background check will begin.

During this phase of the background check, you may see the following application statuses – see last page for exact definitions:

- *Accurate Background Check Pending Data Entry and/or Processing*

After the Background Check is Complete

When the background check is finished, Accurate Integration changes the application status to *Accurate Background Check Results Available.* After HRIE (Academic HR Services) is informed of the background check results, they will update the application status to *HRIE Accurate Background Check Completed* to notify the Dept. Admin and Hiring Manager – see last page for exact status definitions:

- *Accurate Background Check Results Available*

- *Accurate Background Check Completed*

The department user will then move their Final Candidate into the next appropriate Application Status, which typically extends a formal offer/appointment notification to the Final Candidate.

Background Check Application Status Definitions

The Background Check Application Statuses below will populate next to the applicant's name as they move through the background check process. Department users can use this guide to track the status of candidates as they move through the background check process.

- ***Accurate Background Check Initiated***
  Status is manually changed by HRIE (Academic HR Services) to initiate the background check via Accurate integration.

- ***Background Check Initiated through Accurate Client Portal***
  This status is used in the event that a Final Candidate only requires a component of the standard background check package. For example, if a candidate already had a background check within 12 months but is being hired into a new position that requires additional background check information, this status would be used. In this situation, HRIE (Academic HR Services) will move the Final Candidate to this status and place the background check order OUTSIDE of CHRS Recruiting via Accurate's Client Portal. (Conducting a background check in this manner will NOT use the Accurate Integration.) The Final Candidate will remain in this status throughout the entire background check process until HRIE (Academic HR Services) manually moves them to the next appropriate status, which is typically the corresponding *Offer / Appointment Notification Extended* status.

- ***Accurate Background Check Pending Data Entry and/or Processing***
  Status is automatically changed by Accurate Integration shortly after the previous status (*Accurate Background Check Initiated)* is submitted by HRIE (Academic HR Services). This status indicates Accurate has sent the Final Candidate a background check form to complete. After the Final Candidate fills out and submits the form, they remain in this status while the background check is conducted.

- ***Accurate Background Check Results Available***
  Status is automatically changed by Accurate Integration. This status indicates the background check is finished. The Final Candidate will remain in this status until a campus adjudicator reviews the background check results. After the results are reviewed and approved, the adjudicator confirms with Academic HR Services (HRIE) that the Final Candidate passed the check.

- ***Accurate Background Check Completed***
  Academic HR Services (HRIE) moves the Final Candidate into this status, which automatically generates a message to the Department Admin (background check requestor) and Hiring Manager that the background check is complete.