Background Checks with current vendor HireRight

Faculty, Adjunct Faculty, Staff, and Students
Hiring Coordinator will log directly into HireRight website: www.hireright.com
Click login (login information will be provided by your Recruiter; if you need to request a login please contact your recruiter)
Select the University of Cincinnati-Human Resources account. Request the appropriate background for the department. At this time you can also select any additional a la carte items.
Choose who will complete the background form
- Information completed by position manager
- Information emailed to applicant for completion

At this point you will also fill in the accounting information. Once completed click “Submit” to begin processing.
Once the background check is completed Talent Acquisition will adjudicate, we will then move the candidate into “Send to UCFlex for hire completion” (if applicable).

The Hiring Coordinator will receive an email notification from HireRight once Talent Acquisition has adjudicated the background.

If findings come back on the background check, Talent Acquisition will work with the Hiring Coordinator or Initiator on how the department wishes to proceed.