Process for Background Checks (Faculty, Adjunct Faculty, Staff, and Students) with current vendor HireRight

1. If candidate is hired in SuccessFactors the hiring coordinator will move candidate to “Pre-Employment Screening” within SuccessFactors. If candidate is coming from a non-recruitment event skip to step 2.

2. 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) request the appropriate background for the department. Log in screen:
3. Select the appropriate department and package.

4. Select any additional ala carte items to be added to request.

5. Choose who will complete the background form
   a. Information completed by hiring manager
   b. Information emailed to applicant for completion

6. Fill in fields for appropriate selection.
Background Request – Select Form Completion Option

Who will complete the background forms?
- Complete background forms myself
- Email applicant information to log on and complete background forms

Applicant Information 1

First Name * Last Name * E-mail *

Fund *

Cost Center *

Function *

7. Fill in accounting information.

8. Click Submit to begin processing. If requested, this will immediately send request for information to applicant.

9. Once background is completed Recruiter will adjudicate the background, verify start date and move the candidate to “Send to UC Flex for hire completion”.

- If findings come back on the background the Recruiter will work with the Hiring Coordinator on how the department wishes to proceed.

- If start date changes due to delays on processing the background the Recruiter will work with the Hiring Coordinator to determine new start date.