University of Cincinnati
Background Check Process
Quick Review

- Department identifies finalist, completes the hiring proposal information and sends through the workflow as normal.

- Once the finalist candidate has either been approved through the Compensation or Broadband area or through the Office of Equal Opportunity, a background check may be initiated in People Admin by changing the candidate status to Request Background Check and completing the necessary billing information. (Payment for background check services is the responsibility of the hiring department.)

- If the candidate hasn’t already been prepared, the department should notify the candidate that they are at the part of the interviewing process where a background check will be conducted. Alert the candidate that they will receive an e-mail from HireRight that they should respond to right away in order to expedite the background check process.

- At order placement, verify that the e-mail address reflected is the correct e-mail address for the candidate or make the necessary change.

- As designated by the divisional VP designee, individuals at a Director level or above may have the ability to review and adjudicate background check results.

- Director adjudicates results by Viewing Background check results and changing the results to Meets Company Standards or not.

- Any findings on the background check should be discussed with the Central HR Sr. Generalist or Director contact for the respective team.

- If results necessitate a hearing meeting, HR will arrange the meeting, send the PreAdverse Letter to the Candidate and in collaboration with the department, meet with the Candidate to hear their story regarding the results.

- A determination will be made following the results meeting as to whether or not the department will proceed with hiring the Candidate.

- If the HRSC team and the department disagree on the hiring decision, this information will be escalated to a background check review panel for review and consideration. Their results will be rendered within 5 days of receipt.