University of Cincinnati
HireRight Background Check Guidelines

PURPOSE:

To provide a means to assist in identifying the criminal history of individuals that the University of Cincinnati is in the final stages of employing. These results may not necessarily prevent the University from proceeding with hiring an individual however it will ensure that UC personnel (with a need to know) are knowledgeable about this information in advance.

PROCESS:

The University requires that all newly hired faculty and staff complete a background check. This check is completed on-line utilizing the People Admin requisition/applicant tracking system and the HireRight reference, background checking system. The hiring department is responsible for any and all costs associated with the background check.

The University has identified a standard package to be used consistently for all background checks conducted. In addition, supplemental packages may be purchased to verify work references; educational references, motor vehicle review (MVR), and perform credit checks if warranted. See complete list of services located at the rear of this document and on-line through People Admin.

Student employees may receive a background check if the hiring department desires, however a criminal background check must be completed if the conditions of the student position requires it (ex: Resident Advisor, employment with UC Child Care or Arlitt Child Development Center, etc.).
Placing a Background Check Order

Once an individual has been approved by the Office of Equal Opportunity (OEO) or if hiring a student, once the hiring decision has been reached:

- Change the selected candidate(s) applicant status to “Background Check Request”

- Select “Continue to Confirm”

- Select “Save Status Changes”
Placing a Background Check Order

**Select to "Order HireRight Report"**

- A Hiring Manager or Term Adjunct Hiring Manager may order a HireRight report however does not have the ability to review a report. The report review must occur at the director level or above.
- A Student Hiring Manager may order and review report results.
Placing a Background Check Order

- From the drop down, select the department associated with the background check order. *Note: Departmental access lists are based upon the designated security assigned in HireRight. Contact the HRSC at 556-6381 for issues related to departmental access.*

- Select “Next”.

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Placing a Background Check Order

- From the drop down menu select the appropriate background check package. (Refer to the rear of this document and online in People Admin for a complete list of package options and fee structure.)
Placing a Background Check Order

- Select “Details” to review the features associated with the background check selection.
- Select “Next”.
Placing a Background Check Order

- Select to “Invite applicant to complete missing information online”.
- Select “Next”.

Note: Select **Complete missing information myself** in order to enter information on behalf of the candidate. Some basic applicant information will default from the employment application if entered.
Placing a Background Check Order

- Select the “UC Default Template” in order to send a message to the applicant regarding completing the background check request. You may review the UC Default Template by selecting “Preview/Edit.

- Enter the appropriate Customer References or departmental billing information associated with the background check request (GL, Fund, Cost Center, Function, Internal Order).
Placing a Background Check Order

- Select “Click Here” to select additional users who you may elect to receive a copy of the notification sent by HireRight when the form has been completed by the applicant.
Placing a Background Check Order

- Highlight the individual and select the appropriate arrow to add or remove all or none of the individuals into the Selected Users box. You may move one or more individual's names to your Selected User List by highlighting their name and selecting one > arrow or you may move the entire list by selecting the >> arrows. You may remove selections in the same way utilizing the opposite << arrows.

- The individual submitting the request will automatically receive notifications related to progress with the background check as will any names entered into the additional users list.

- Select “OK” to save or “Cancel” to discontinue the action.

- Select “Submit”.
Placing a Background Check Order

- Information e-mail is received.
- Select “CLOSE”.

Once the applicant has completed the requested information, the hiring manager, student hiring manager and other designated individuals will receive e-mail notification that this phase of the process is complete.

The average turnaround time for HireRight once completed information is received is 2-3 business days.
UC Package Options*
(Pricing is estimated. Additional charges may incur for more detailed searches)

**Standard**

- Criminal Felony & Misdemeanor 7 years, all counties as revealed by SSN Trace
- National Criminal Search
- SSN Trace
- National Sex Offender Registry

**$47.84**

**Standard + Education**

- Criminal Felony & Misdemeanor 7 years, all counties as revealed by SSN Trace
- National Criminal Search
- SSN Trace
- National Sex Offender Registry
- Education Verification Highest degree

**$56.09**

**Standard + Employment**

- Criminal Felony & Misdemeanor 7 years, all counties as revealed by SSN Trace
- National Criminal Search
- SSN Trace
- National Sex Offender Registry
- Employment Report 7 years, up to 3 previous employers

**$72.09**

**Standard + Education + Employment**

- Criminal Felony & Misdemeanor 7 years, all counties as revealed by SSN Trace
- National Criminal Search
- SSN Trace
- National Sex Offender Registry
- Education Report Highest degree
- Employment Report 7 years, up to 3 previous employers

**$80.34**

**Standard + MVR**

- Criminal Felony & Misdemeanor unlimited
- National Criminal Search
- SSN Trace
- National Sex Offender Registry
- MVR

**$52.69**

**Standard + Credit**

- Criminal Felony & Misdemeanor 7 years, all counties as revealed by SSN Trace
- National Criminal Search
- SSN Trace
- National Sex Offender Registry
- Credit Search

**$54.84**
Reviewing Background Check Results

Any hiring manager, student hiring manager, term adjunct hiring manager or above individual may place a background check order however only those at the student hiring manager (for student positions), director level or above have the ability to review background check results.

- To review a report locate the selected employee and Select “View Hire Right Report”

- This will allow you to open up the report and view results of the background check.

- Any conclusion discrepancies will be reported based upon established HireRight Discrepancy guidelines and will be marked “pending adjudication”.

- It is the responsibility of the hiring department, in collaboration with the designated HRSC team Director or Sr. Generalist, to determine the “adjudication” (judgment made based on information reported) for discrepancies or identified serious outcome results.

- Once adjudication has occurred it is the hiring department’s responsibility to set an adjudication status based upon the information reported. Select “Change” in HireRight to open up the adjudication window and determine an outcome of “meets company standards” or “does not meet company standards”.

- When this occurs the system will automatically record the name of the individual selecting this result.

- The “Preadverse” and “Adverse” action process requires an employer to complete the following two step process in the event that the candidate is not being selected based upon the outcome of a background check.

1. 
   - Send a “Preadverse Action Letter” to the candidate notifying him/her that derogatory information has been found by the Consumer Reporting Agency and notifying him/her of the ability to schedule a review meeting with the hiring department and Human Resources.
   - Provide the applicant with a copy of the consumer report.
   - Provide the applicant with a “Summary of Rights” under FCRA.
Reviewing Background Check Results

2. Following a reasonable amount of time to dispute the results (usually 3 days) send an “Adverse Action Letter” if the employer has decided to denial employment.

- If a candidate does contact UC after receiving the Preadverse Action Letter they should be instructed to contact HireRight. HireRight will work with the candidate to see whether or not the information was inaccurately reported. HireRight will recontact the source and recheck information.

- If it's determined that the report needs to be updated, HireRight will provide the candidate with an updated copy and send an e-mail notification to the hiring department that updated information is available.

- Applicants who challenge the background check results are permitted an opportunity to have a meeting to discuss the dispute with the hiring department and HRSC Director.

- When a department elects to proceed with employing an individual not recommended for hire following a combined hiring department HRSC Director team review, or if a department elects to pursue an offer to a candidate with a serious background check conviction based upon the established Background Check Review Criteria, the issue will be forwarded to the Criminal Background Check Committee (CBCC) for review.

- The CBCC will review the information and provide a determination no later than 5 days from the review meeting.

- If it's determined that the University is in agreement with pursuing the candidate, the hiring department should proceed with completing the hire information in People Admin.

- If it's determined that the University is not in agreement with pursuing the candidate, the hiring department should proceed with sending the “Adverse Action Letter” and changing the applicant status to the appropriate not hired reason in People Admin.