

## Tip Sheet - Faculty Background Check

**Overview:** Use the tips below to help you better understand the **faculty** background check process.



After the status **Offer Accepted** is selected, the Recruiter will notify the central Human Resources division to begin the faculty background check process.

You will be noticed by central recruiting if your candidate has failed to provide the necessary personal information to our Background Check Provider (HireRight) or if there is an issue with the background check.

Once cleared or resolved, the **Candidate Status** will display as **Completed** on your dashboard report.

3

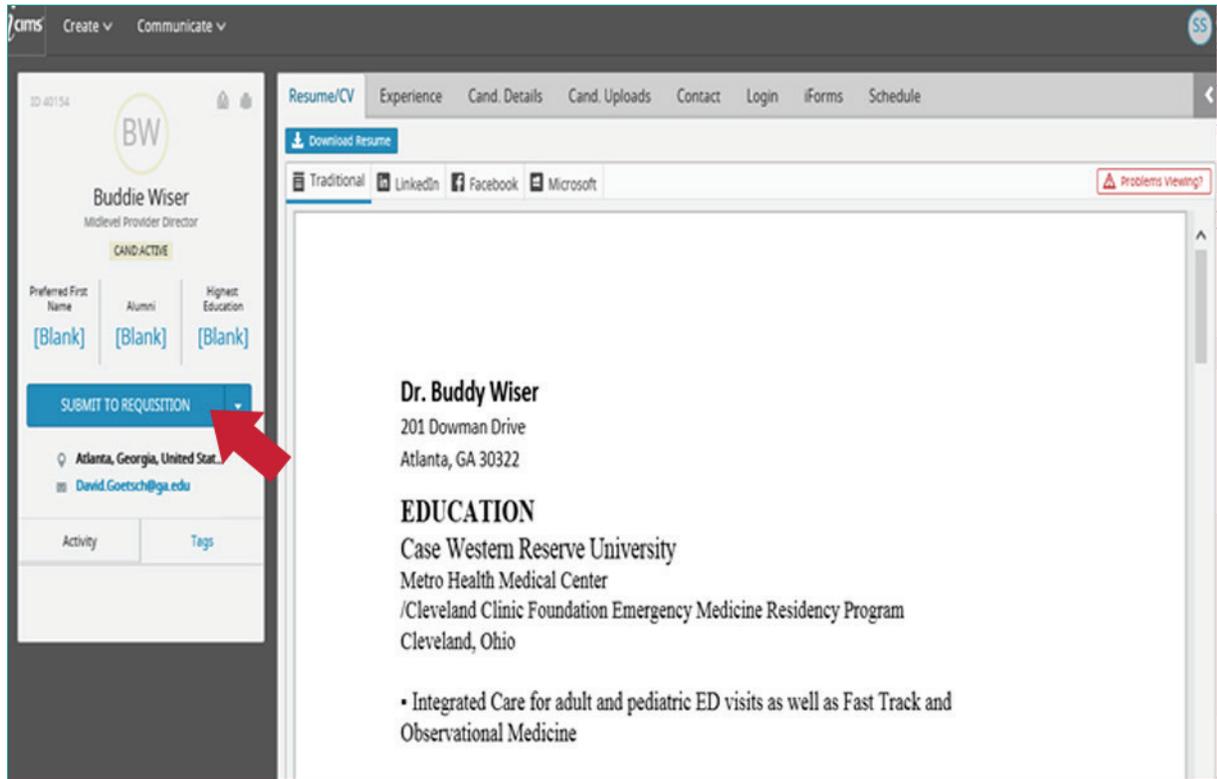
On the next three pages, edit any information necessary for the candidate and click **Next/Finish** when done.

The screenshot shows the 'Create New Candidate' form in the iCIMS system. The 'GENERAL INFORMATION' section is active, with the following fields filled: 'Legal First Name' (Buddy), 'Legal Middle Name' (I), and 'Legal Last Name' (Wiser). The 'Email' field is empty. At the top right, there is a 'Report Inaccurate Parsing' icon and a blue 'Next' button, which is highlighted by a red arrow.

The screenshot shows the 'Create New Candidate' form with the 'SOURCE INFORMATION' section active. The 'Valid SSN?' field is set to '— Make a Selection —'. The 'US SSN' field is empty. The 'Are you interested in temporary assignments?' and 'Are you interested in PRN/Registry opportunities?' fields are also set to '— Make a Selection —'. In the 'SOURCE INFORMATION' section, 'Source Channel' is 'iCIMS Talent Platform', 'Source' is a dropdown menu, 'Source Specifics' is 'Please select a source', and 'Source Person' is '— Make a Selection —'. The 'Source Portal' is '(blank)'. A red arrow points to the 'Next' button at the top right.

The screenshot shows the 'Create New Candidate' form with the 'CONTACT INFORMATION' section active. The 'GENERAL INFORMATION' section is partially visible with 'Preferred First Name' (Buddy) and 'Preferred Last Name' (Wiser). In the 'CONTACT INFORMATION' section, 'Interview Phone Number' is '404-777-7777'. The 'Addresses' section shows a 'Home' address: '201 Dowman Drive'. A red arrow points to the 'Finish' button at the top right.

4 The candidate profile will then appear. Select **Submit to Requisition**.



5 Select the requisition that you want the candidate to appear on. Then click **Submit**.

