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.

4 The candidate profile will then appear. Select **Submit to Requisition**.
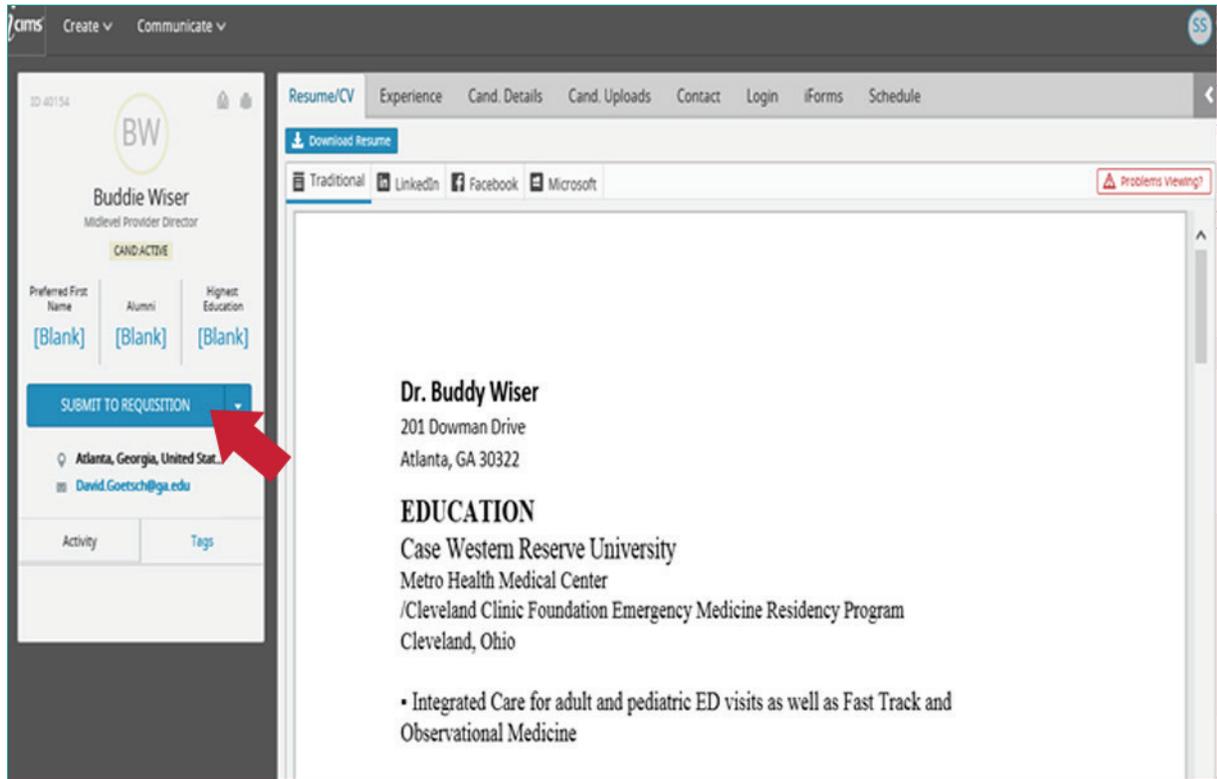
5 Select the requisition that you want the candidate to appear on. Then click **Submit.**