

UHR Background Check Process: Faculty

Department Moves Applicant to "Finalist"

ROCS Generated Email Is Received by Faculty Onboarding Assistant - Applicant Is Reviewed by Background Check Team (BGC Team) for Background Check Investigation (BGI) Eligibility (Department Notified Applicant of Required BGC Prior to Moving to Finalist)

Background Check Team (BGC Team) Moves Applicant to "Initiate Background Check"

BGC Team Initiates BGI in ROCS for Next Business Day Processing

BGC Team Moves Applicant to "Background Check in Progress"

Background Check Is Currently in Progress - Applicant Consent Email Is Sent from Vendor to Applicants (BGI Will Not Begin Until Applicant Consents to Link - Link Expires in 5 Days)

BGC Team Receives Completed Background Check Report

Applicant BGI Report Is Reviewed

BGC Team Moves Applicant in ROCS To: Background Check Cleared/No Response/Failed/Not Required

BGI Report Is Complete - BGI Certification Is Emailed to the BGC Cert Recipient(s) Listed on Job Posting

Department Moves Applicant to "Hired"

Departments Update Job Posting Status to "Filled" or "Closed"