

Background Check Guidance for HR Business Partners

The CU Anschutz Medical Campus strives to maintain a safe and productive educational, clinical, research and employment environment.

All offers of employment and continued employment are contingent upon a satisfactory Background Check. Employment shall not be effective until Human Resources has notified the department that the candidate has satisfactorily passed the Background Check.

Candidates will be asked to provide personal data and sign an electronic background consent form through HireRight before the background checks are conducted. The background check cannot move forward until the Candidate completes this step.

Process

Background checks are initiated by HR Business Partners when a final candidate is identified and the offer extended.

The following is a summary of the procedures guide for ordering a background check:

1. Submit a [Background Check Request form](#) for final candidate.
2. Promptly notify the final candidate that they will receive an electronic communication from HireRight Customer Support requesting that they submit a background disclosure and authorization form online.
3. Ensure appropriate background checks have been completed prior to entering data for new appointments into HCM and the candidate beginning work.

Tips to Ensure the Background Check Process Runs Smoothly

Here are a few suggestions:

- Inform the applicant that they will receive an email from HireRight, our third-party vendor, not directly from the University.
- Remind the candidate that a successfully completed background check must be performed BEFORE the candidate can begin working.
- When requesting the background check please make sure all necessary information is included and is accurate on the Background Check Request form.

Frequently Asked Questions

1. Who needs a background check?
 - a. Candidates (finalists who have received a verbal offer) or current employees that have no background check on file.
 - b. Rehires with a break in service of more than 12 months, no matter how old the previous check on file.
 - c. A current employee that moves to a new position and additional checks are required by that position (e.g., motor vehicle, financial).
 - d. Volunteers or independent contractors who will have direct, ongoing contact with students, patients, or visitors or who have direct access to university resources such as facilities, equipment, funds or other property.
 - e. Employees who work with minors.
 - f. Optional: Current employees transferring into a new department and the check on file is more than 12 months old.
2. What kind of background checks does the university require?
 - a. The university requires everyone to have a criminal background check, National Sex Offender Registry Check, excluded party lists, and a campus exclusion check. A limited number of positions require a motor vehicle records check (MVR), financial check or biometric fingerprint based on the work being performed.
3. What is the excluded parties list and how does it impact the background check process?
 - a. The Excluded Parties List is a list compiled by the federal government that identifies individuals who have been suspended, debarred, proposed for debarment, and excluded from working on Federal contracts. Given the university's status as a federal contractor, anyone found to be on this list is referred for further investigation by Human Resources. Employees are checked against this list as part of our standard background check process.
4. How long does the background check take?
 - a. The average time it takes for the background check to be completed is 5-7 business days from the time that the candidate responds to the e-mail invitation form HireRight. The background check is unable to proceed until the candidate completes their portion.
5. Where can I refer Candidates for information on background checks?
 - a. Candidates can visit the [Background Check webpage](#) for information and frequently asked questions.
6. What is the process for conducting a background check on an international candidate?
 - a. If an international candidate does not yet have a social security number and they have not lived in the USA for a year or more, a criminal background check will not be required. The Department of Homeland Security conducts rigorous screenings prior to granting a visa. A newly minted Social Security Number will yield no data and, therefore, renders the check unnecessary.

Once an international candidate has been in the country for more than 1 year, we require a check upon re-hire, re-appointment, promotion or transfer.

7. Can an employee work with minors without a background check?
 - a. Any individual working with minors must have a background check.
8. How do I know if a position requires a motor vehicle check?
 - a. Motor vehicle records (MVR) checks will be considered for positions that have responsibility for operating University owned or controlled vehicles (including golf carts), require transporting of children, patients, students, clients, or others in a private vehicle or require any other driving of a motor vehicle, including rental vehicles, on a regular or routine basis, to conduct University business.
9. Who requires a financial check?
 - a. Financial checks are required for the appointment of Officers (Associate Dean/VC level and above).
10. Can someone other than the candidate complete the background check?
 - a. Candidates are required to enter sensitive person information, disclose convictions and complete disclosures in the HireRight portal. Only the candidate can complete these steps.
11. What do I do for contractors or temporary workers from an agency who will be working on campus?
 - a. It is the responsibility of the vendor to conduct the background check for their employees before sending a worker to campus.