

Background Check Requests


In order to create a safe and secure workplace, the University conducts pre-employment screenings on all finalists who have been extended an offer (this includes current employees). The step-by-step process to submit a background check in UACareers is outlined below.

Step 1: Ensure your user role is set to Applicant Reviewer

The user roles are located in the drop down menu in the upper right corner of your screen.

Current Group: Applicant Reviewer

Step 2: Ensure your candidate has been moved to 'Offer Accepted' in UACareers

 **Job application: Marisela Celaya** (Appointed)
Current Status: Offer Accepted
Application form: Consolidated Application

Step 3: Open candidate's application and select 'Start Background Check Request'

Take Action On Job Application

★ View Posting Applied To

★ Preview Application

📄 Edit Application

➕ Start Background Check Request

Step 4: Click on Start Background Check Request again

Start Background Check Request

Step 5: Review Applicant Information

Verify all fields in this section.

Applicant Information

First Name Marisela

Middle Name

Last Name Celaya


Step 6: Scroll down and review Position Information

Review position information and enter position control number (PCN). The PCN field reflects the number initially used for the posting. The New PCN should reflect the approved PCN. If the PCN has not changed, you can re-enter the same PCN from above. If the PCN has changed, enter the new PCN.

Position Information

Position Title Human Resources Organizational Consultant

Position Control Number (PCN) 9999999

*** New Position Control Number (PCN)** This field is required. 

Step 7: Scroll down and review Background Check Information

The actual start date, background check type and account number fields are required. Fingerprint checks are required for positions with security sensitive duties. The background check team will review each request and determine whether a valid background check is already on file. Departments are encouraged to add a special message to the pre-employment team if their hire may have had a previous request on file.

Background Check Information

Actual Start Date This field is required.

Type of Background Check Required? Name-Based (includes DMV)
 Fingerprint (includes DMV)
This field is required.

Background Check Billing Account Number This field is required.

Sub Account

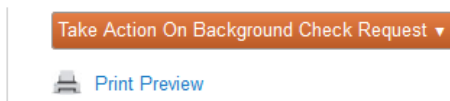
Project Code

Special Message for the Pre-Employment Team

Step 8: Click 'Save', then hit 'Next'



Step 9: Take Action on Background Request and Move to 'Human Resources'




Step 10: Verify your background check has been submitted

Under the background check tab, within your posting, you should be able to view/edit all your requests. Your requests should be at the status of Human Resources, Background Check Approved, and/or Background Check Cancelled. If your request is in draft status, it has not been submitted. Go back in and review your draft, make applicable edits (missing areas will be highlighted) and resubmit.


First Name	Last Name	Position Title	Hiring Proposal Number	Department	Status
Marsela	Celaya	Human Resources Organizational Consultant	AB000433	Human Resources (7101)	Background Check Approved
Dustin	Green	Human Resources Organizational Consultant	AB000434	Human Resources (7101)	Human Resources

These are quick indicators of whether or not you have completed all the steps of your request.

 **Background Check Request** [Edit](#)



The orange asterisk denotes incomplete information.

 **Background Check Request** [Edit](#)



The blue check mark denotes complete information.

Step 11: Submit your New Hire Request in MSS Transactions

If you have any questions about this process or MSS transactions, you can reach out to the HR Solutions team at hrrsolutions@email.arizona.edu or 520.621.3660.