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1. REQUESTING A BACKGROUND CHECK

In order to create a safe and secure workplace, the University of Arizona conducts pre-employment screenings on all finalists who have been extended an offer (this includes current employees who have a change in employment).

If your finalist applied through UACareers, the background check must be initiated through the UACareers system. This guide will provide instructions on that process.

If a background check is required on an individual who did not apply through the UACareers system—such as a designated campus colleague, a student worker, or a current UA employee transferring to a different position—you must submit your request* through an online form on the Human Resources website:

- Go to hr.arizona.edu/forms.
- On the table of contents, click on “Pre-Employment & Background Checking Forms” to scroll down to that header.
- Open the “Request for Criminal Background/DMV Check (for positions not Maintained in UACareers).”

* If you submit a request through UACareers, you do not need to submit a request through the Human Resources website.

2. PROVISIONING AND ACCESS IN UACAREERS

In order to submit a background check in UACareers, you will need to have Applicant Reviewer user privileges.

If you are unsure of your user privileges, scroll to the middle of the posting. You should see a section titled "Applicant Reviewer Access." Any individual with Applicant Reviewer Access for your particular posting will be listed in this section (see example below):

![Applicant Reviewer Access](Attached Image)

Lisa Gundy, Catherine Grogan

Next, you will need to enable the Applicant Reviewer role. You can access your roles using the drop-down menu in the upper right-hand corner of your screen. If your "Current Group" is set to something other than Applicant Reviewer, open the drop-down and select that role:

![Applicant Reviewer Role](Attached Image)

Before you can initiate the background check, your finalist must be in an "Offer Accepted" status. Use the "Applicants" tab to review the status of your finalist.
To update your finalist's status to "Offer Accepted," click on the individual's last name to open the application profile.

To move the applicant to "Offer Accepted" use the orange "Take Action on Job Application" button that appears in the upper right:

3. INITIATING THE BACKGROUND CHECK REQUEST

Once the finalist has been transitioned to "Offer Accepted" status, the orange "Take Action on Job Application" button disappears, and instead you will see a "Start Background Check" button below the "Preview Application" link:

1. Click on “Start Background Check Request”.

2. A second "Start Background Check Request" button appears. Click on it to confirm your selection:
3. Complete the necessary fields.

3.1 APPLICANT INFORMATION

Review the information in the “Applicant Information” section to ensure it is correct and current.

TIP: The pre-employment team uses the mailing address and email address recorded in the request to contact the finalist. To avoid processing delays, be sure all this information is current. Additionally, be sure that the request reflects the individual's legal name. If you do not have the ability to alter the necessary fields, note the corrections in the "Special Message for the Pre-Employment Team" field.
3.2 POSITION INFORMATION

Scroll down to "Position Information." You must re-enter the Position Control Number. In most cases, the Position Control number will be the same as the one used to create the posting. This number appears directly above the "New Position Control Number (PCN)" box. Simply re-enter that number. If the PCN has been changed, be sure to enter the new number in this field.

3.3 BACKGROUND CHECK INFORMATION

**Actual Start Date:** Enter the finalist's projected start date.

**TIP:** All positions are contingent upon the successful completion of a background check. The full background check process is typically not completed until after an employee has begun work at the UA and required information, such as Social Security number, has been entered into UAccess. If you would like the background check to be processed before the information is in UAccess, please note this in the "Special Message for the Pre-Employment Team" area. A member of our team will contact you to obtain additional information.

**Type of Background Check Required:** A majority of our UA positions require only a name-based background check. Fingerprint checks are only required for positions that fall under the UA Security- or Safety-Sensitive Policy. The fingerprint check collects all the information obtained through a name-based check, plus additional information only obtainable through the fingerprinting process. If you are not sure if your position falls within the scope of the policy, you can contact Human Resources for assistance or you may refer to the original posting to review the selection that was approved by Human Resources (see image below):
TIP: Do not check both background check boxes unless you truly want to complete and pay for two separate background checks. The most likely scenario where a department would do this is when (1) the position is sufficiently sensitive that the finalist cannot be allowed to begin work without passing at least a standard background check, and (2) the need to fill the position is so urgent that the finalist must begin work as soon as possible, without waiting for the results of the fingerprint check.

Billing Account Number: Be sure to accurately enter the account number to which you wish Human Resources to charge the cost of the background check. If you are unsure which account number to use, ask your department business officer.

Once the account is charged, a notification is sent to the business officer. If the incorrect account number was charged, the business officer will need to submit a General Error Correction (GEC) to the Financial Services Office in order to correct the charge. Human Resources cannot make this change.

Special Message for the Pre-Employment Team: Use this box to relay any pertinent information to our Pre-employment Team, such as the following:

- **Save yourself money and hassle**: If the finalist is a current or former UA employee, note this information. Our Pre-employment Team will check whether current background check results are already on file.

- **Contact information**: Be sure to include any corrections to the finalist's physical and email addresses. This is especially important if Human Resources needs to send a fingerprint packet to the individual.

- **Special instructions for fingerprint packet**: Please note where the finalist will pick-up a fingerprint packet, whether at the Human Resources office (University Services Building, Room 114) or the department office so that Human Resources does not send out a duplicate packet.

- **International addresses**: Fingerprint packets are not mailed internationally. For an international finalist, you can request to have the packet sent to your department via campus mail or arrange a pick-up at the Human Resources Office once the finalist arrives in Tucson.

- **Timing of the background check**: If you would like to initiate the background check before the new hire information is entered in UAccess, be sure to note this.
Click "Save," then "Next" to exit the Background Check Request screen.

4. **SUBMIT THE REQUEST**

Hover over the "Take Action on Background Check Request" drop-down, and select "Submit for Approval (move to Human Resources)."
**TIP:** You must take action on the request, or it will continue to sit in your queue in draft mode. This could delay your MSS transaction and the background check process. Be sure that the "Current Status" reads "Human Resources" not "Draft." If you see "Draft," this means the request has not been submitted. (Note: the system does not prompt you to submit the request)

5. **REVIEW THE STATUS OF YOUR BACKGROUND CHECKS**

You can view all of your background checks by using the "Background Check Requests" tab on your home page and searching by position type (i.e., Staff, Faculty, Appointed, or PostDoc):

† the column from the drop down list.
Use the "Saved Searches" box to select the type of background check request you want to s

- Canceled – background check requests that have been canceled.
- Approved – background check requests that were approved by Human Resouces.
- All Hiring Proposals – all background check requests

**TIP:** You will not obtain background check results through UACareers. The Pre-Employment Team will relay this information to your department via email.

If you notice that one of your background checks is in a "Draft" status, click on the finalist's first name to complete the request:

If an orange exclamation point appears within the request, this is a notification that some or all of the required information is missing. Click "Edit" to enter any missing data:
Once you complete all the necessary fields, a green check mark will appear:

6. HUMAN RESOURCES IS HERE TO HELP

If you need assistance with anything related to background checks, feel free to contact a member of the pre-employment team:

<table>
<thead>
<tr>
<th>Name</th>
<th>E-mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doreen Thomas, Background Checking Coordinator</td>
<td><a href="mailto:doreent@email.arizona.edu">doreent@email.arizona.edu</a></td>
<td>(520) 626-9286</td>
</tr>
<tr>
<td>Seth Van Norman, Human Resources Specialist</td>
<td><a href="mailto:sjvn@email.arizona.edu">sjvn@email.arizona.edu</a></td>
<td>(520) 626-9286</td>
</tr>
</tbody>
</table>

Background Check FAX Number: (520) 626-8326

Remember: Documents containing personally identifiable information (e.g., Social Security Numbers) are more securely transmitted by FAX rather than email.