Background Check Request Guide

The goal of this guide is to assist you through requesting a post offer background check.

**Applicants Required to Undergo Background Checks:**

All staff finalists will have the following background check completed as a condition of employment with the university:

- **Criminal History Check** – to include sex and violent offender registry and federal court criminal check.

All faculty and executive staff will have the following background check completed as a condition of employment with the university:

- **Criminal History Check** – to include sex and violent offender registry and federal court criminal check.

- **Employment & Education Verification** – verification of the employment that the candidate cited which qualifies the individual for the position, and verification of the education that the candidate cited which qualifies the individual for the position.

All finalists who will be operating a university vehicle as part of their employment duties will have the following background check completed as a condition of employment with the university:

- **Criminal History Check** – to include sex and violent offender registry, and federal court criminal check.

- **Motor Vehicle Report (MVR) Verification** - to include license type and class, restrictions, expiration date, endorsements, suspensions or revocations, violations or tickets, accidents and DUIs.

All finalists for the following types of positions described below will be subject **at a minimum** to a criminal background check:

- Positions which will be expected to work unsupervised in residential buildings;
- Positions which will have master key access to a building or buildings;
- Positions which regularly will be expected to work after buildings are closed to the public;
- Positions which will operate university vehicles as part of their duties, including but not limited to employees required to possess a CDL;
- Safety Sensitive positions in Facilities Services;
- Residence Life positions;
- All cash handling and finance staff & student positions;
• Positions **which will supervise minors**, which may include but are not limited to: coaches, recreational staff and student services positions;
• Human Resources Positions;
• Positions identified as high risk on a case by case basis through consultation with Human Resources and/or General Counsel.

### Background Check Packages Available:

1. Basic = Criminal History Check
2. Basic Plus = Criminal History Check, Education, and Employment

Some positions may require a Credit Check or a Motor Vehicle Report. Please contact Human Resources for more information on how to request these.

Once the applicant has accepted the offer, the PPA will receive an email.

--- Forwarded message ---
From: HR@alaska.edu <HR-751@mail.pageuppeople.com>
Date: Fri, Jun 23, 2017 at 11:50 AM
Subject: Review for Background Check
To: cmoliver@alaska.edu

Hello,

Applicant Sarah Barcelow is now in the Offer accepted, post hire form complete status for requisition number, 50522SLARS Research Technician. Please review and move the applicant to the Post Offer Background Check status if applicable.

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**STEP 1:**

Pull up the applicant in myUA. You can search for the applicant using one of several ways:
- Use your Recent Items drop down from navigation bar.
- Use the Quick Search.
- From side menu choose Applicant Search.
- From side menu choose Manage Jobs. This will allow you to search by requisition number. Requisition number is noted in the email.

**STEP 2:**

Select the applicant(s) to move forward by checking the box. Applicants can be moved in bulk by checking the same colored box. You will be presented with options to Move all applicants in same colored boxes to same status.

- 21 Oct 2016 Verbal offer Jennifer

**STEP 3:**

Select the status.

- 21 Oct 2016 Verbal offer Jennifer

A new window will pop up, select Post Offer Background Check and choose next.
STEP 4:

Confirm status change. Be sure to confirm the “From” status “To” status is what you want to accomplish.

Two things will happen when you make this move:

1. Email the Applicant notifying them of the background check.

![Email Applicant notification]

2. Email UAF HR with the addition of the following information:
   a. Under “Other Additional Users,” please enter Jessica Allard (jlallard@alaska.edu).
   b. In the Email Body, enter the Background check package (Basic or Basic Plus, see page 1) and fund/org to be billed.
Then choose the Move now button at bottom of screen.

**STEP 5:**

This moves the applicant into the status and triggers both emails. UAF Human Resources will request the background through the vendor and an email will be sent to the applicant. Once the background check is approved, you will receive a final system generated email.

Req. {JOBNO} - {JOBTITLE}

The background check for {FIRSTNAME} {LASTNAME} has been approved.

Thank you,

UAF Human Resources

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_If you see anything in this guide that needs to be updated, please send an email to the recruitment team (uaf-jobs@alaska.edu)._