

Background Check Process - Instructions for the Hiring Manager



Hiring Manager (HM) selects final candidate

E-Class Group A

- Student Assistant (ST)
- College Work Study (CW)
- Graduates (Students, Research, Teaching) (U2 and U9)
- Temporary Employees (Direct Hire) (TE)
- Voluntary Employees (VO)
- Academic Faculty (A2, A9, F1, F2, F9, FA)
- Part-Time Faculty (PT, P5, HP)
- Academic Staff (C2, C9, D2, D9, S2, S9)
- Research Employees (R2, R9)
- Medical Residents (MR)

E-Class Group B

- Non-Academic Represented (24, 7M, AS, HX OE, OS, PE, PN, PS, SA, SK)
- Non-Academic Non-Represented (EX, MA, NC, NE, NN)

HM sends Hiring Recommendation to HR to make contingent job offer. HR will also work with candidate to obtain the necessary information to begin background process.

HM makes contingent job offer to candidate. Must include contingent job offer statement. (See attached)

Does Candidate accept contingent offer?

No

Case #1: If Candidate has access to a computer and has a valid e-mail: HM provides candidate with the "**Candidate Reference Guide - Background Screening Application**" sheet to follow instructions. (See attached)

Yes

Case #2: If Candidate does not have access to a computer and does not have a valid e-mail: HM provides candidate with the **Authorization for Background Investigation** form for completion and submission to HM. (See attached)

HM sends "**Request for Background Check**" e-mail to HR at **esc@wayne.edu**. (See attached)

IMPORTANT: For situations as outlined in Case #2, HM must scan and e-mail the completed Authorization for Background Investigation form to HR along with the e-mail request for processing.

For situations as outlined in Case #1: HR will initiate invitation process in A-Check in order to trigger e-mail to candidate to complete screening application. Candidate will immediately receive an e-mail from A-Check with instructions. Candidate must accept and complete screening application within 72 hours to be considered for position.

For situations as outlined in Case #2: HR will complete screening application via A-check on behalf of candidate per the completed Authorization for Background Investigation form submitted by HM.

Once the screening application has been completed via A-Check, the background check process begins immediately. HR will review the background check results and notifies the HM with one of the following results. See attached **Background Check Results** template

Cleared for Hire

Not Cleared for Hire

HM is free to proceed with the onboarding process

HM **must not** proceed with onboarding process. HM should move to the next viable candidate for the position.