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

**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)

**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: HM is free to proceed with the onboarding process.
- Not Cleared for Hire: HM must not proceed with onboarding process. HM should move to the next viable candidate for the position.

Does Candidate accept contingent offer?

- Yes
- No