Background Check Process - Human Resource

For Job Offers made by: Hiring Managers (See E-Class Group A):

- You will receive an e-mail request from the Hiring Manager including the candidate information listed on the "Request for Background Check" template to begin the invitation process via A-Check. ***(See Background Check – Instructions for Hiring Managers)***

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 Assistants **(R2, R9)**
- Medical Residents **(MR)**

Note: Candidate may complete the **"Application for Background Check"** or be referred to HR if he/she does not have a valid e-mail address, access to the internet or a valid US SSN.

For Job Offers made by: Human Resources (See E-Class Group B):

- You will receive the Hiring Recommendation from Hiring Manager. Review the recommendation per established job offer process. (***See Job Offers Process – Human Resources).***

E-Class Group B

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

The following instructions are to be followed once a contingent offer has been extended and accepted by the final candidate:

PROCESSING THE INVITATION VIA A-CHECK

STEP 1: Go to https://www.acheckamerica.com

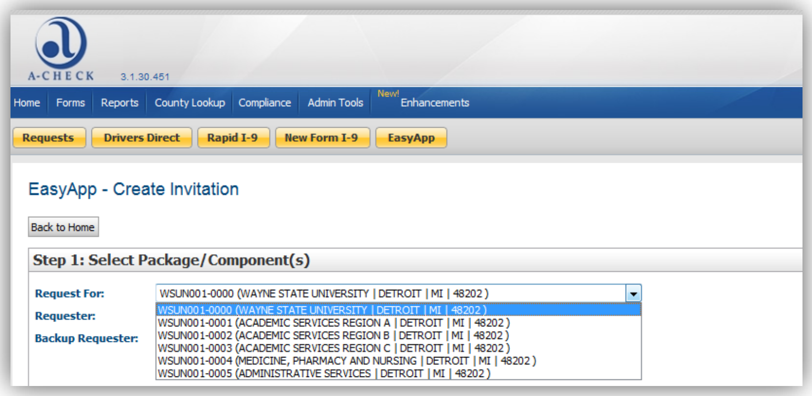
STEP 2: Click the **Client Login** link located on the upper right corner

STEP 3: Log in using your **User ID** and **Password**

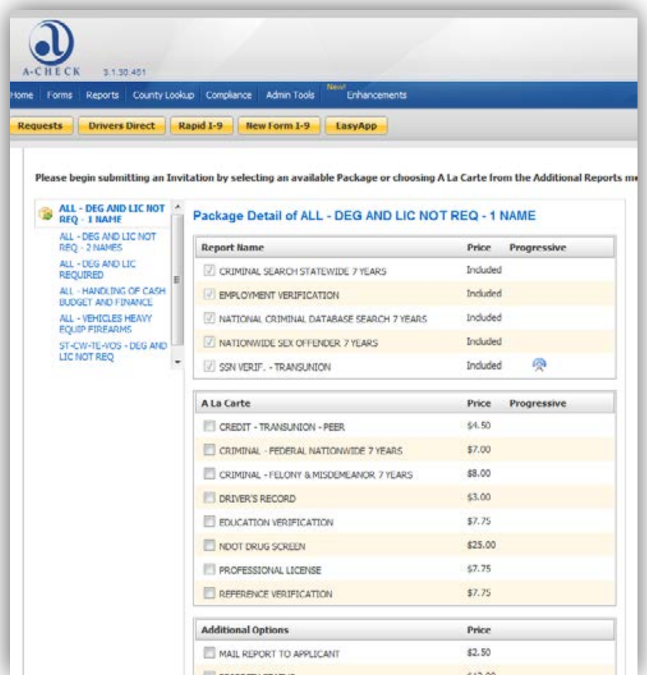
STEP 4: Click the **EasyApp** tab

STEP 5: Click the **Create Invitation** button

STEP 6: Select your **HR Region** from the "Request For" drop down



STEP 7: Select the appropriate background check package from the list on your left and any a-la-carte checks that was agreed based on the position requirements.



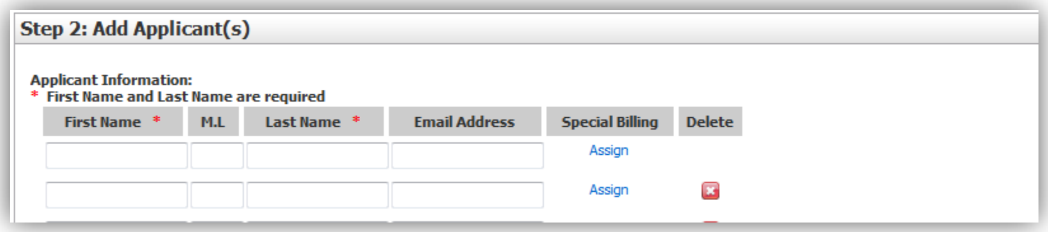
See the **WSU Background Check Packages** document attached for the list of packages:

- If the position is in OHS, please refer to "Department Information" section located under the "Job Details" tab for what was selected at the time of posting based on the job requirements.

- If the position is not in OHS, please refer to the **Standard Packages for Non-OHS jobs** for guidance

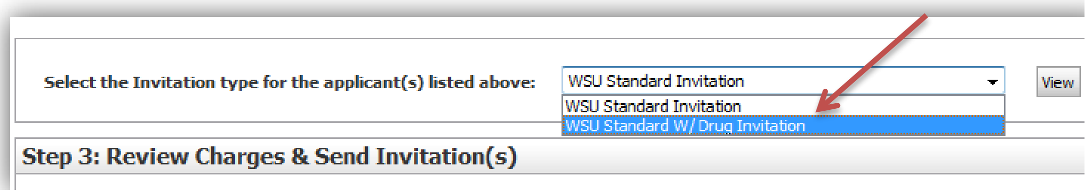
STEP 8: Enter candidate information as follows:

a) **First Name** (required)
b) M.I
c) **Last Name** (required)
d) E-mail Address
e) **Special Billing**: Click **"Assign**" and enter the following:
   a. Under **Division**, select the candidate's S/C/D
   b. Under **Job Category,** select the appropriate job category. Refer to the E-Class Category Information document



NOTE: You may add multiple applicants at once. However, this should **only** be done when the same package is assigned to candidates

STEP 9: ONLY if Candidate(s) require(s) a Drug Screen, you will need to select the **"WSU Standard W/Drug Invitation"** from the drop drown as shown below:



STEP 10: You MUST review the charges and ensure e-mail accuracy for each applicant. Once you have reviewed and agree to the charges, click the **Send Invitation** button

Invitation Expiration:

- The system is set up to expire invitations **72 hours** after invitation is submitted.

  NOTE: If invitation time lapses, under extenuating circumstances you may work with the Hiring Manager and candidate to extend the time for another 72 hours.

PROCESSING THE SCREENING APPLICATION ON BEHALF OF THE APPLICANT

*****THIS IS ONLY TO BE DONE IF A CANDIDATE DOES NOT HAVE A VALID E-MAIL ADDRESS AND DOES NOT HAVE ACCESS TO THE INTERNET. IN ADDITION, DOES NOT HAVE A SOCIAL SECUTIRY NUMBER**

STEP 1: You will need the completed **"Application for Background Check"** form from the candidate, ensure it is signed and dated. Note: make sure to scan and save a copy as PDF on your desktop. There are two options:

a) The Hiring Manager may send you the completed form along with the request for background after the offer has been extended and accepted. **CRUCIAL:** If the candidate does not have a Social Security Number also, he/she must be referred to you as he/she **MUST** complete the screening application using the applicant site, but first, you will need to process a "manual invitation"

How do I process a "Manual Invitation"?

1) Click the Create Invitation button
2) Select the appropriate package and any a-la-carte checks that was agreed based on the position requirements.
3) Enter the candidate's information except for an e-mail address
4) Click the Send Invitation button
5) Under "Actions" select the View/Print Invitation
6) Print the Invitation letter and provide to the candidate to complete the screening application at the kiosk.

b) If you extended the offer and the candidate is on-site, he/she has the option to complete the application at one of the kiosks available. You will need to process the manual invitation before he/she begins the process.

c) If the candidate in not on-site and has a Social Security Number, proceed with STEP 2 below:

STEP 2: From the dashboard, Click the **Start Request** button

STEP 3: Select your HR Region from the **"Request For**" drop down and the appropriate background check package from the list on your left and any a-la-carte checks that was agreed based on the position requirements. See the **WSU Background Check Packages** document attached for the list of packages:

- If the position is in OHS, please refer to "Department Information" section located under the "Job Details" tab for what was selected at the time of posting based on the job requirements.

- If the position is not in OHS, please refer to the **Standard Packages for Non-OHS jobs** for guidance

STEP 4: The Applicant Details page will appear, complete all the fields on each of the following sections according to the information provided on the "Application for Background check" form and verify that the data entry is correct before moving to the next section.

STEP 5: Click the **Submit Request,** you will receive a file number**,** write this number on the top right corner of the Application for Background Check

STEP 6: Upload the "Application for Background Check" by following the next steps:

1) Click **the Home** button on the dashboard
2) Under All Requests, select the **"In-Progress – IP"** or search by the request using any of the criteria available (SSN, DOB, File No, etc.)
3) When the request appear, click on the **File No** or the **Name** column
4) The details of the request appear, click the **File Info** menu on your left side
5) Click the Add Document button under the "Attached Document(s) screen
6) Locate the PDF form on your desktop
7) Click the **Save Document** button. The file will appear on the Document Management screen where you have the option to view/print.

ASSESSMENT OF BACKGROUND CHECK RESULTS

- A-Check will begin the background process as soon as the request is completed. You can monitor the progress of each component as they are being verified.

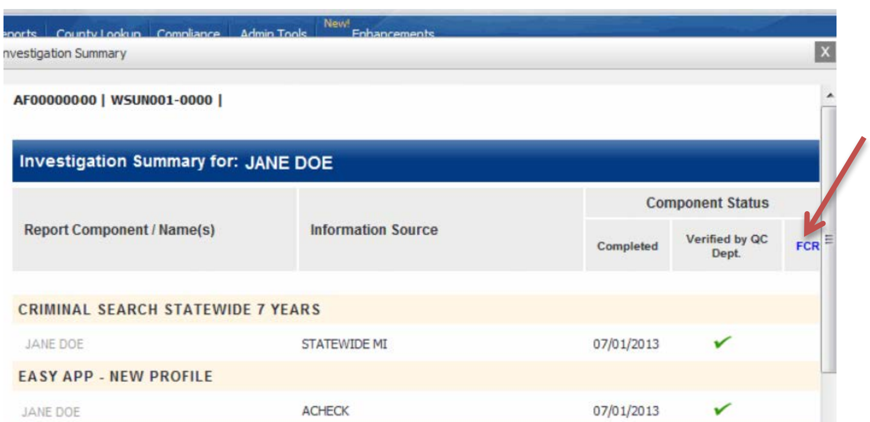
- If a component requires your review, it will be marked "**For Client Review (FCR)"** on the right corner of the component status of the investigation report summary. To view the summary of a report.

- Refer to the attached **Wayne State University Account Policy** for a list of parameters that would be marked as FCR on any of the components of a background check.

- You will receive an e-mail notification indicating when the background check is closed. This means, A-Check has completed the verification process on their end.

STEP 1: Under the Quick Links, select the "Closed" link

STEP 2: When you locate the name of the applicant, click the **Summary** link under the **Actions** column. The investigation report appears as shown below:



STEP 3: Begin the assessment and adjudication process. Refer to your training materials for the assessment of the background check results. Below are the different

Adjudication Flags/Color
Cleared for Hire / **Green**
Not Eligible for Hire / **Red**
Pre-Adverse Info Sent / **Purple**
Further Review – OGC / **Yellow**

CLEARED FOR HIRE

If during the assessment, it is determined that the background check results render the candidate **ELIGIBLE (no adverse information is found)**.

STEP 1: Click the AJD column and select the **"Cleared for Hire"** – **Green flag** option

STEP 2: Notify Hiring Manager the determination and follow the "Making Job Offer" steps) if (E-Class Group B)

PRE-ADVERSE ACTION PROCEDURE

If during the assessment process, it is determine that the background results renders the candidate **INELIGIBLE (adverse information is found)**.

STEP 1: Click the **Action** menu on the left

STEP 2: Click the **"FCRA Post Activity/Adverse Notice"**

STEP 3: Click the **"Self Adverse"** button

STEP 4: Click **Yes** that you wish to print the Pre-Adverse letter. The applicant details information appear, confirm the data is correct

STEP 5: Click the **Print Letter** button. The pre-adverse letter and a copy of the background check results along with the FCRA rights appear

STEP 6: You have the option to:

a) Print each document to your local printer and mail the documents to the candidate.
b) Save as PDF and then e-mail the information to the candidate

Note: As you know, the candidate has seven (7) calendar days from the date the documents are provided to the candidate to submit supplementary documentation correcting or explaining the results. Please allow extra time (apprx. 3 additional days if documents are being mailed)

STEP 7: Click the AJD column and select the **Pre-Adverse Info Sent** - **Purple flag** option

ADVERSE ACTION PROCEDURE

Candidate SHALL NOT be eligible for the position if:

- Candidate does not submit supplementary information within the required period OR
- Candidate timely submitted information, but does not satisfactorily correct or explain the Background Check result

Step 1: Consult with OGC and/or the Associate Vice President and Associate Provost for Academic Personnel

Step 2: Upon confirming agreement from both offices (when applicable) that candidate is not eligible, notify the Hiring Manager the determination. The hiring manager <u>must</u> withdraw the contingent offer.

<u>To send the Adverse Letter to Candidate</u>:

STEP 1: Click the **Action** menu on the left

STEP 2: Click the **"FCRA Post Activity/Adverse Notice"**

STEP 3: Click the **"Self Adverse"** button

STEP 4: Click **Yes** that you wish to print the Adverse letter. The applicant details information appear, confirm the data is correct

STEP 5: Click the **Print Letter** button. The adverse letter appears

STEP 6: You have the option to:

a) Print the letter to your local printer and mail it to the candidate.
b) Save as PDF and then e-mail the letter to the candidate

STEP 7: Click the AJD column and select the **Not Eligible for Hire – Red flag** option

Step 8: Save any supporting documentation provided by the candidate by following the instructions mentioned above and in training on filing documents.

<u>Candidate SHALL be eligible for the position if:</u>

- Candidate submits supplementary information within the required period <u>AND</u> satisfactorily correct or explain the Background Check result

Step 1: Assess the supplemental documentation obtained during the Pre-Adverse Action Procedure, in consultation with OGC and/or the Associate Vice President and Associate Provost for Academic Personnel

Step 2: Upon confirming agreement from both offices (when applicable) that candidate is eligible for the position, notify the Hiring Manager the determination. HR and the Hiring Manager should proceed with the hiring process

STEP 3: Click the **AJD** column and select the **Cleared for Hire – Green flag** option

STEP 4: Save any supporting documentation provided by the candidate by following the instructions mentioned above and in training on filling documents.