Recruiting: Background Checks

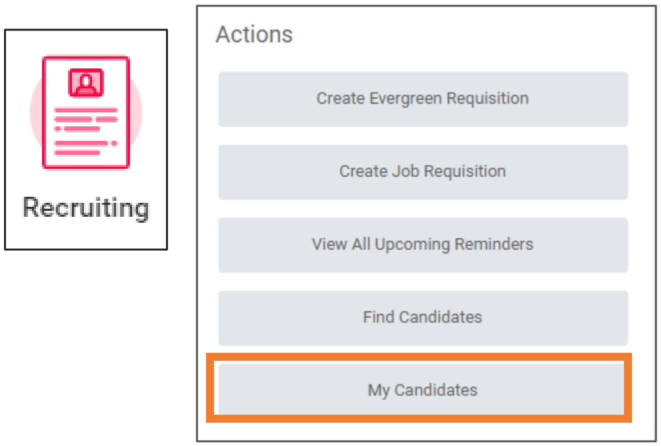
Recruiter

Use this job aid to complete a background check on a candidate.

Start Background Check

From your home screen:

1. Navigate to the **Recruiting** application.
2. Below the Actions column, select **My Candidates** and select the candidate's name.



3. Click **Move Forward** and select **Background Check.** This will trigger an email to the candidate to consent to the background check.
4. Once a candidate consents to a background check, the recruiter receives an email confirming the candidate's consent. At this time, the candidate can be moved from Background Check status to **Ready to Hire** status which allows the candidate to complete onboarding documents.

NOTE: If the position is for a Director level or above, do not move the candidate to Ready to Hire status until the background check has been completed.
Internal candidates being hired into a Vice President or above position should be moved through the background check step.

Perform Background Check

1. Once the background check has been completed, the recruiter receives an email with the results and the results populate in Workday.