

Background Check & New System Training




Background Checks

- Staff/Part-Time Policy
- Rehires
- Programs Involving Children (PIC)
- International Employees




One.IU




Background Check Login
G/S (All IU Campuses)

★★★★★ (0) ⓘ ♡



Background Check Training
(All IU Campuses)

★★★★★ (0) ⓘ ♡



HRMS
(All IU Campuses)

★★★★★ (0) ⓘ ♡



Employee Active Jobs Lookup

Employee Active Jobs Lookup

Employee ID:

submit

OR

First Name:

Last Name:

Date of Birth:

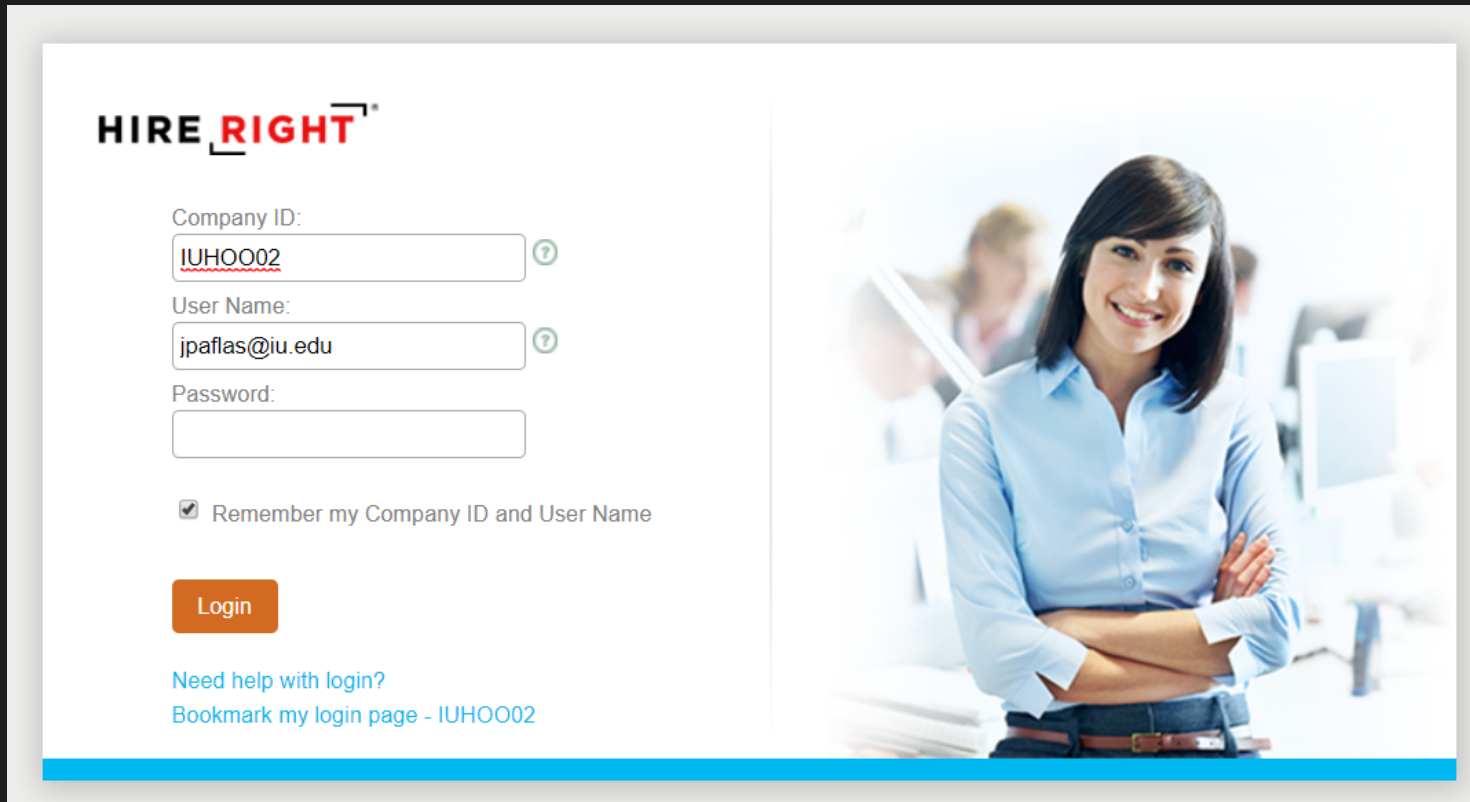
 mm/dd (or) mm/dd/yyyy

submit

Check to see if the employee has an
active job



HireRight Background Check System



HIRE RIGHT

Company ID:

User Name:

Password:

Remember my Company ID and User Name

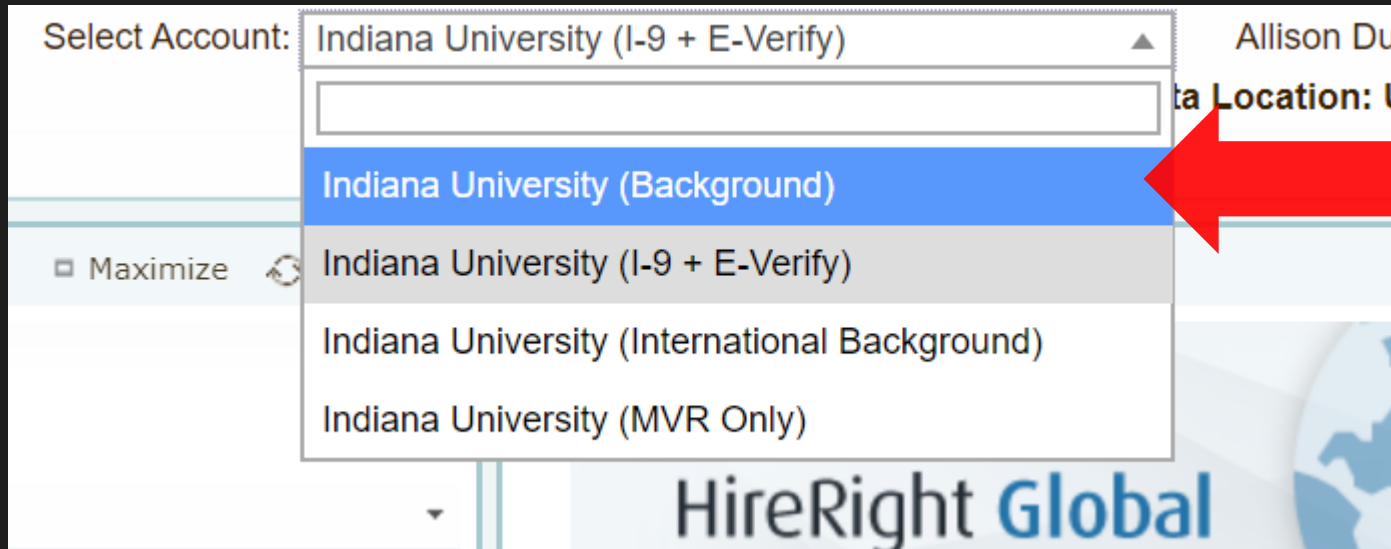
[Login](#)

[Need help with login?](#)
[Bookmark my login page - IUH002](#)



How long passwords are good for?

Toggle to your Background Check Account



Lookup Employees

HIRE RIGHT

Search (talmadge)

Download Note

Search All Accounts → Search Tips

talmadge

Right-click for menu

Last Name	SSN/National ID	Request #	Status	Request Date	Updated Date	Account
Talmadge			Sent to Applicant	22 December 2017	22 December 2017	Sales Demo - UK

- View
- Resend
- Cancel
- Flag

Select **View**



eQuest+ Checks Lookup

- Utilize the IUIE 5 Year PIC Report
 - This will show the last date of any background check performed.
 - This is a rolling 5 year report



Tracking Statuses

The screenshot shows the HireRight Screening Manager interface. At the top, it displays 'Select Account: Sales Demo' and 'Kari Talmadge, | Sign Out' with 'Data Location: United States'. The main area is titled 'Screening Manager' and contains a search bar, a navigation menu on the left, and a central table of screening orders. The table has columns for 'First Name', 'Last Name', 'SSN/National ID', and 'Status'. Above the table are tabs for 'Invitations', 'Not Submitted', 'In Progress', 'Pending Adjudication', 'Completed', and 'Cancelled', with 'Invitations' currently selected. The table lists several entries, including Joanna Kennelly, Freya Cannon, and Stephen Moss. To the right, there are sections for 'Announcements' and 'Recently Viewed Items'.

First Name	Last Name	SSN/National ID	Status
Joanna	Kennelly		Sent to Applicant
Freya	Cannon		Sent to Applicant
Joanna	Kennelly		Sent to Applicant
charlotte	metcalfe		Invitation Expired
natasha	Craver		Invitation Expired
Stephen	Moss		Invitation Expired

Checks move **between tabs** as they progress



Order Summary

The screenshot shows the 'Screening Manager' application window. The main section is titled 'Orders and Reports' and includes a 'New Order' button, 'Print', 'Download', 'Advanced Download', 'Note', and 'More Options' icons. Below these are filters for 'All Groups', 'All Users', and 'Last 7 days'. A tabbed interface shows 'Invitations' selected, with other tabs for 'Not Submitted', 'In Progress', 'Pending Adjudication', 'Completed', and 'Cancelled'. A table displays two test orders with the following data:

First Name	Middle Name	Last Name	SSN/National ID	Status
Test		Test		Sent to Applicant
Test		Test		Sent to Applicant

**The Final Grade Will Show on
Completed Tab**

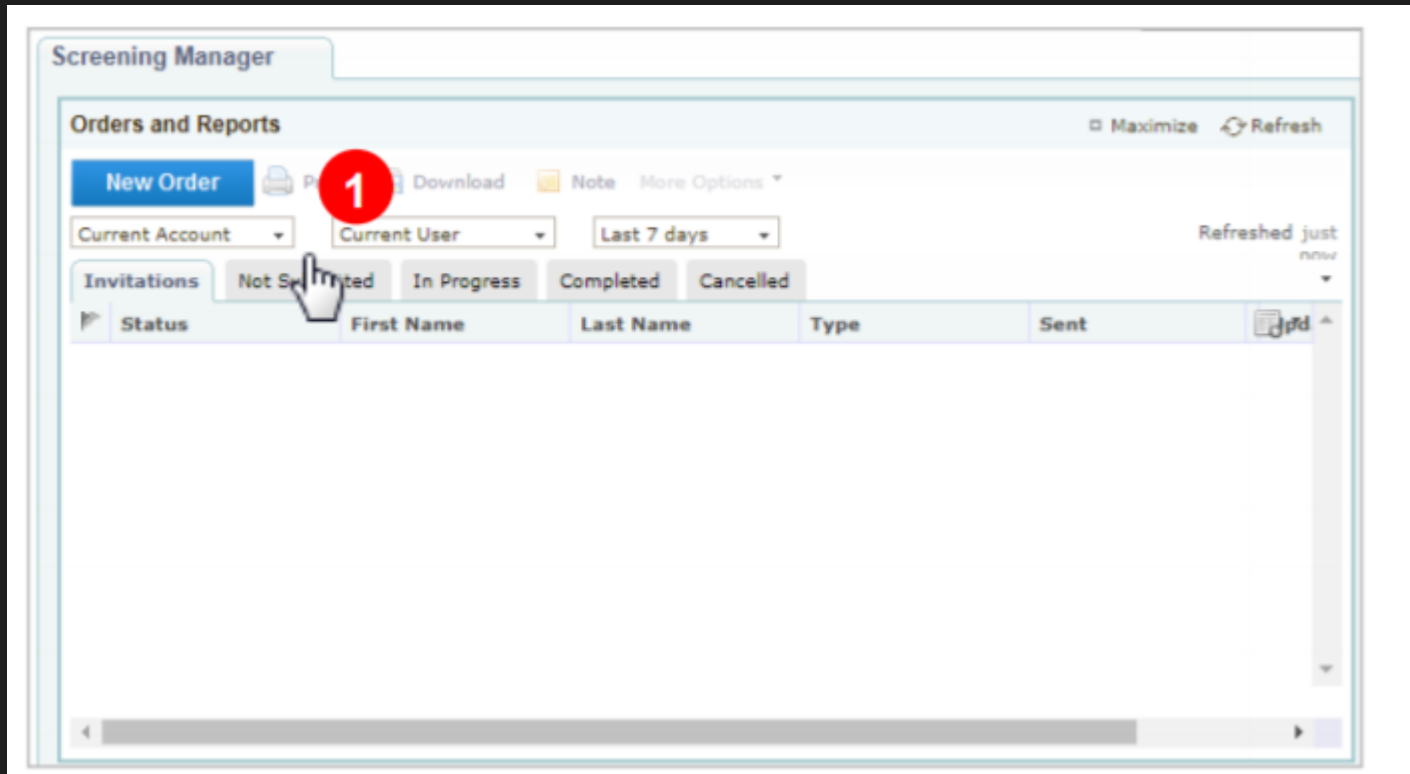


When to Order a Background Check

- After a conditional offer of employment is accepted
- Programs Involving Children
- Do not order background checks on minors under the age of 18



Ordering a Background Check



Select **New Order**



Ordering a Background Check

The screenshot shows a web browser window with four tabs: 'Screening Manager', 'Training &am..', 'eTraining - GUID..', and 'New Order'. The 'New Order' tab is active. On the left is a sidebar with 'Form Steps' including 'Job Location' (selected), 'Select Package & Add-ons', 'Select Form Completion Option', 'Candidate Personal Information', 'Review Request', and 'Screening Disclosure and Authorization'. Below the sidebar is a search box labeled 'Find Answers' and contact links for 'Live Chat' and 'E-mail & Phone Numbers'. The main content area is titled 'Provide Job Location' and contains a 'Job Location' field with a help icon. The field contains the text: 'Bloomington, Indiana 47405', 'County: Monroe', and 'USA'. Below the field are two links: 'Select' and 'Add new'.



Ordering a Background Check

Screening Manager **New Order** x

Background Request — Select Package & Add-on Services

Packages

Select Package *

- NO PACKAGE (Custom Request) ✓
- NO PACKAGE (Custom Request)
- A La Carte Package
- Credit Check Only (Restricted to IU HR)
- Education Verification Only
- Professional Credentials Only
- Standard Check**

ere. Once you are finished adding services, click Next.

report



Indiana University Packages

- Standard Check
- Education Verification Only
- Professional Credentials Only



Criminal Background Check Package


- SSN Validation
- SSN Trace
- County Criminal Records
- Widescreen
- National Sex Offender Registry



Ordering a Background Check

Who will complete the background forms?

Complete background forms myself

Email applicant information to log on and complete background forms 

Applicant Information 1

First Name *


Last Name *


E-mail *

Text Message Opt-In

Has the candidate authorized you to subscribe to text messages on their behalf?

Yes, I have the candidate's authorization and the candidate acknowledges that standard data or text charges may apply. No

Mobile Phone * 

 +1

Be sure to select E-mail Applicant Option



Ordering a Background Check

IU Location *

-- Select From List --

Department ID (e.g. UA-HUMM) *

Account *

Subaccount

(optional)

Employee ID

(optional)

Position Type *

-- Select From List --

PIC Position *

-- Select From List --

5-year PIC Check for Current Employee *

-- Select From List --



Fill in the *Required Information

Ordering a Background Check

Other Information

IU Location *

-- Select From List --

-- Select From List --

Bloomington

East

Fort Wayne

GME

IUPUI

Kokomo

Northwest

South Bend

Southeast

(optional)



Position Category

Position Type *

-- Select From List --

-- Select From List --

Academic/SAA

Staff/Temporary

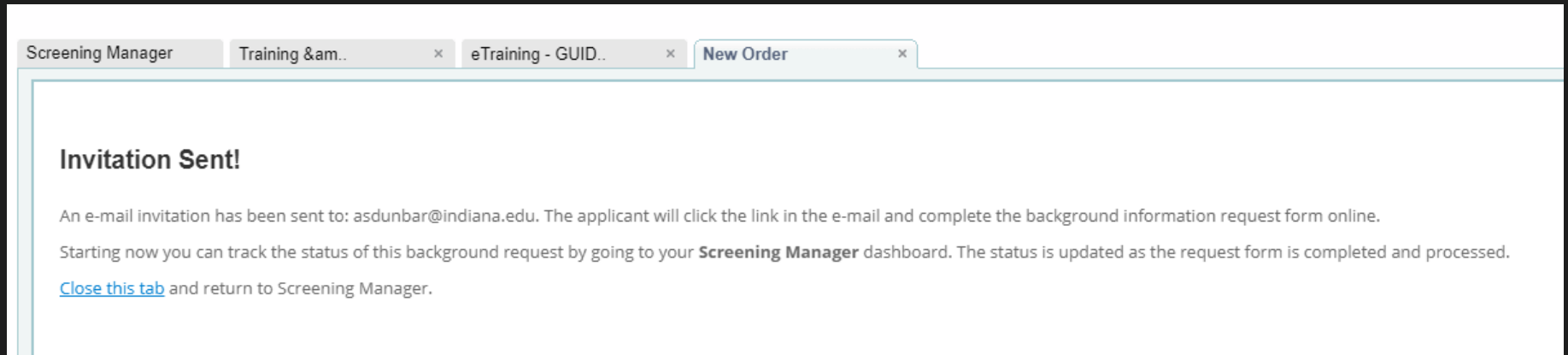
Non-Employee

5-year PIC Check for Current Employee *

Position Type Determines Adjudicating
Department



Ordering a Background Check



The screenshot shows a web browser window with four tabs: "Screening Manager", "Training &am..", "eTraining - GUID..", and "New Order". The "New Order" tab is active and displays the following content:

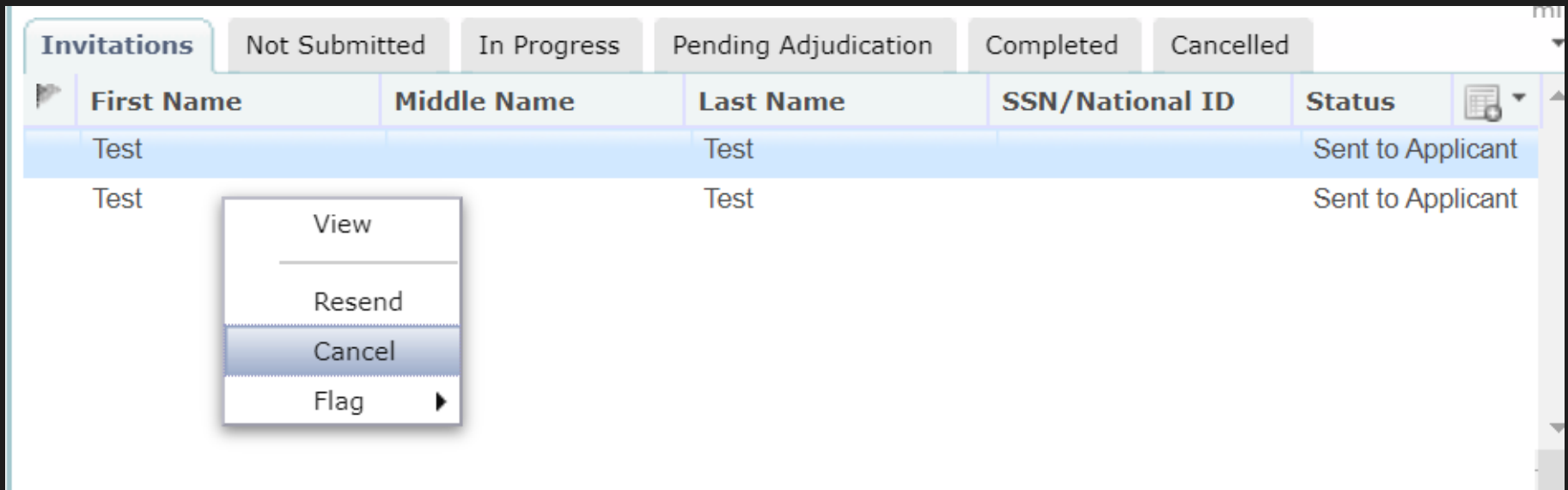
Invitation Sent!

An e-mail invitation has been sent to: asdunbar@indiana.edu. The applicant will click the link in the e-mail and complete the background information request form online. Starting now you can track the status of this background request by going to your **Screening Manager** dashboard. The status is updated as the request form is completed and processed.

[Close this tab](#) and return to Screening Manager.



Canceling a Background Check



The screenshot displays a web interface for managing background checks. At the top, there are tabs for different stages: 'Invitations', 'Not Submitted', 'In Progress', 'Pending Adjudication', 'Completed', and 'Cancelled'. Below these tabs is a table with columns for 'First Name', 'Middle Name', 'Last Name', 'SSN/National ID', and 'Status'. Two rows of data are visible, both with the status 'Sent to Applicant'. A context menu is open over the first row, showing options: 'View', 'Resend', 'Cancel' (highlighted), and 'Flag'.

First Name	Middle Name	Last Name	SSN/National ID	Status
Test		Test		Sent to Applicant
Test		Test		Sent to Applicant



Canceling a Background Check

Invitations Not Submitted **In Progress** Pending Adjudication Completed Cancelled

First Name	Middle Name	Last Name	SSN/National ID	Status
TestOne	Test	Test	***_**_1111	75% Completed
Test		Test		0% Completed
Test	Test	Test		67% Completed
Test		Test		67% Completed

- View Report
- Re-assign User
- Extend
- Download
- Advanced Download
- Note
- Print
- Edit Flex Fields
- Stop Processing this Order**
- Consent Form
- Flag

Alerts

Current User: [dropdown] Last 1 week: [dropdown]

Action Requests Information-only

maximize Refresh Refreshed 4 minutes ago



Background Check – Demo

<https://ows01.hireright.com/login/>

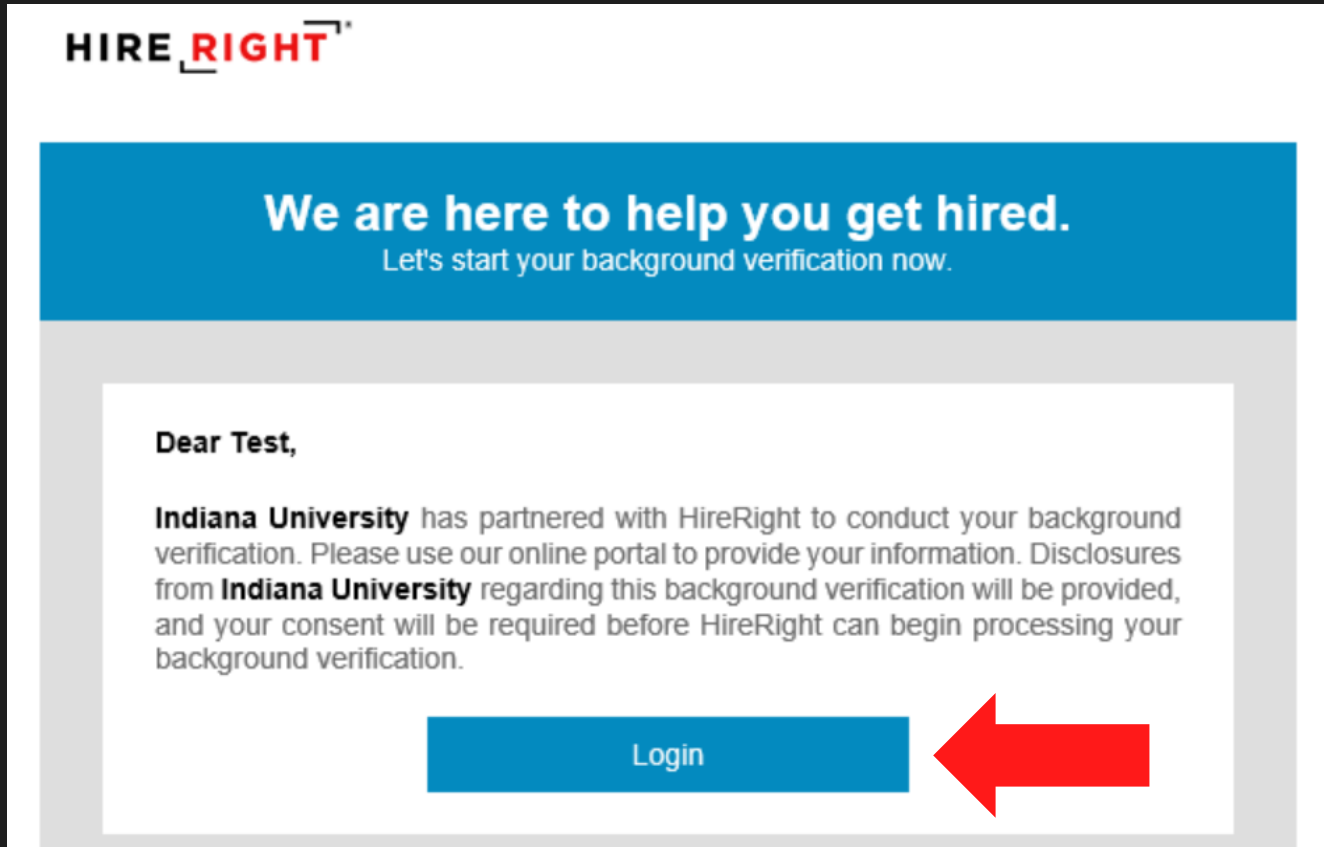


Applicant / Employee HireRight Portal

- SSN
- Criminal History
- 7 Years of Address History
- 10 – 15 Minutes



Applicant E-mail



Register

HIRE_RIGHT | Applicant Center Test Test

A warm welcome from HireRight.

Let's set up your account. All fields below are required.

Create New Password

Enter Password

Your password requires:

- ✓ 1 Upper case letter
- ✓ 1 Number
- ✓ more than 7 characters

.....

Confirm Password

.....

✓ Passwords match.

Text Notifications

Would you like to subscribe to text messages for notifications and password resets?

Yes

I acknowledge and agree that I may receive texts for notifications and password resets, and that standard data and text charges may apply.

Country Code

+1 USA

Phone Number

(000) 000 0000

No

I would like to receive emails only for notifications and password resets.

[Next](#)



Applicant can sign up for text alerts to follow progress of the Background Check


Welcome Page

HIRE RIGHT | Applicant Center Test Test | [Log out](#)

Background Verification Instructions:

Welcome to Applicant Center! This is your personal site which will assist you through the background verification process. To begin please provide the information required to complete your background verification for Indiana University.

This is the first of three distinct phases of the background verification process.




You can save your work and exit the application by clicking the 'Save' button. This application must be completed and submitted within 7 days of receiving the background verification request email. Once you submit your application you will not be able to make any modifications, and HireRight will start working on your verifications.

While your background verification is in process you may be contacted by HireRight to provide additional information necessary to complete this request. Please respond to any of HireRight's requests for information as quickly as possible in order to expedite completion of your background verification.

Additional instructions

- Please list the best phone number and email address for HireRight to contact you for questions regarding your information.
- Have a copy of your resume or CV handy when completing the information.
- Research your own history, including employment dates, job titles and salaries, so that you are able to provide complete and accurate information to HireRight if asked.
- Be prepared to provide your current and past addresses.
- Locate education transcripts, diplomas, or certificates in advance.
- Collect past paychecks/payslips and tax documents that can be used to verify your employment.
- To view HireRight's Website Accessibility Policy, report website accessibility problems, or request accessible services and information please go to www.hireright.com/accessibility.



If you need help, you can contact HireRight using [Live Help](#), via [Email](#) or [Phone](#).

HireRight is committed to protecting your privacy. Find out more about our privacy policies for your respective regions: [US](#), [EMEA](#) and [APAC](#).

[Start Form](#)

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Personal Information

Name

Please provide your name exactly as it appears on your current government-issued identification document such as your **Passport, Driver's License** or **National Identification Document**

First Name *

Middle Name

 I certify that I do not have a Middle Name on my official identification document

Last Name *

Suffix

 I certify this is my current legal name, exactly as it is displayed on my government-issued identification document *

Current Mailing/Address Information

Current Mailing Address and Contact Information

Country *
USA

Street Address *
1234 Internet Streeet

City *
Bloomington

State or Territory *
Indiana

ZIP Code *
47408

When did you start living at this address?

Month: August
Year: 2018

Phone * ext.
+1 (000) 000 0000


+ Add phone number

E-mail * ?
geninfo@iu.edu




Identification Data

Identification

Date of Birth * 

Month Day Year

August 13 1998

Re-enter Date of Birth * 


Month Day Year

August 13 1998

USA Social Security Number (SSN) * Re-enter USA SSN *

-**-* ***-**-****

I don't have a Social Security Number

Sex * 

Male Female



Addresses

HIRE_RIGHT Applicant Center Test Test | [Log out](#)

Form Steps

- [Instructions](#)
- [Personal Information](#)
- ▶ Residence History**
- Candidate Self-Reported Information
- Review Your Information
- Screening Disclosure and Authorization
- Other Disclosures and Authorizations

[Contact Us](#)

[Live Chat](#)

[E-mail & Phone Numbers](#)

Progress

Residence History

Please tell us where you have lived during the last 7 years

Current Address

Country *
USA

Street Address *
1234 Internet Street

City *
Bloomington

State or Territory *
Indiana

ZIP Code *
47408

When did you start living at this address? *

From *

Month: August Year: 2018

Previous Address



No gaps in address history

Addresses

Previous Address Remove

Country *
USA

Street Address *
400 E 7th St

City *
Bloomington

State or Territory *
Indiana

ZIP Code *
47403

Dates of Residency *

From * To *

Month Year Month Year

August 2013 July 2018

+ Add another address

← PREVIOUS Save → NEXT

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No gaps in address history

Applicant Self Reporting

HIRE RIGHT | Applicant Center Test Test | [Log out](#)


Form Steps

- [Instructions](#)
- [Personal Information](#)
- [Residence History](#)
- ▶ [Candidate Self-Reported Information](#)**
- [Review Your Information](#)
- [Screening Disclosure and Authorization](#)
- [Other Disclosures and Authorizations](#)



Contact Us

- [Live Chat](#)
- [Email & Phone Numbers](#)

Progress 

Candidate Self-Reported Information

Have you ever been convicted of a criminal offense that has not been expunged, restricted, or sealed by a judge? (Convicted means you were declared guilty by a judge or you pleaded guilty in court. A conviction may have even taken place if you did not pay a fine or spend time in jail or in prison. A conviction could have been for either a misdemeanor or a felony. Certain traffic offenses rise to the level of a misdemeanor or felony and must be declared; examples include driving under the influence, driving on a suspended license, reckless driving, leaving the scene of an accident, and vehicular homicide. A criminal history investigation is done on each new employee, and employment with the University is conditional, subject to the findings of a criminal history investigation. Answering yes to this question does not automatically disqualify you for employment; however, information obtained from the investigation will be used in the employment review process.) *

Yes No

← PREVIOUS Save **NEXT** →

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Admitted Criminal

Authorizations

Find Answers

Contact Us

[Live Chat](#)

[E-mail & Phone Numbers](#)

Yes No

Offense

Offense *

Case Pending

Offense Date *

Month Day Year

Disposition *

(2000 characters left)

Disposition Date *

Month Day Year

Admitted Criminal screen will only appear if “yes” was selected



Admitted Criminal

You must enter a City or County for all offenses listed in the USA.

Country *
USA

City

County

State or Territory *
-- Select From List --

Name offense committed under (if different than current)

First Name Middle Name Last Name

+ Add offense history

← PREVIOUS Save NEXT →

Admitted Criminal screen will only appear if “yes” was selected



Information Review

HIRE RIGHT | Applicant Center Test Test | [Log out](#)

Form Steps

[Instructions](#)

[Personal Information](#)

[Residence History](#)

[Candidate Self-Reported Information](#)

▶ **[Review Your Information](#)**

[Screening Disclosure and Authorization](#)

[Other Disclosures and Authorizations](#)

Find Answers 🔍

[Contact Us](#)

[Live Chat](#)

[E-mail & Phone Numbers](#)

Progress

Review Your Information

Personal Information

Name

First Name	Test
Middle Name	
I certify that I do not have a Middle Name on my official identification document <input checked="" type="checkbox"/>	
Last Name	Test
Suffix	
I certify this is my current legal name, exactly as it is displayed on my government-issued identification document <input checked="" type="checkbox"/>	

Current Mailing Address and Contact Information

Country	USA
Street Address	1234 Internet Street
City	Bloomington
State or Territory	Indiana
ZIP Code	47408
When did you start living at this address?	Aug, 2018
Phone	+1 (000) 000 0000




Disclosure


HIRE RIGHT | Applicant Center Test Test | [Log out](#)

Form Steps

- [Instructions](#)
- [Personal Information](#)
- [Residence History](#)
- [Candidate Self-Reported Information](#)
- [Review Your Information](#)
- ▶ [Screening Disclosure and Authorization](#)**
- [Other Disclosures and Authorizations](#)



[Contact Us](#)
[Live Chat](#)
[E-mail & Phone Numbers](#)

Progress 

Screening Disclosure and Authorization

Screening Disclosure and Authorization

Indiana University will obtain one or more consumer reports about you for the following purposes: 1) for employment purposes which may include hiring, re-assignment, or promotion; or 2) for any employee, student, or volunteer affiliated with Indiana University who will be working in a program involving children for whom the University has not obtained a background check within the past five years.

Indiana University will obtain these reports through General Information Services (HireRight), or another consumer reporting agency. HireRight's address is P.O. Box 353, Chapin, SC 29036. HireRight's telephone number is (888) 265-4917. HireRight's website is www.geninfo.com, where you can find information about HireRight's privacy practices.

To prepare the reports, HireRight may investigate your address history, social security number validity, criminal records, driving record, and any other publicly held information.

You may inspect HireRight's files about you (in person, by mail or by phone) by providing identification to HireRight. If HireRight obtains any information about you by interview, you have the right to obtain a complete and accurate disclosure of the scope and nature of the investigation performed.

[Print unsigned document](#)



Disclosure

Electronic Signature

Full Name: *

Test, Test

E-Mail Address: *

geninfo@iu.edu

HireRight sends a copy of the signed document to the e-mail address above. Please ensure the address is correct.

I certify I am the person identified above, and I understand that clicking "I Accept" below constitutes my electronic signature to the agreement above. *

I understand that I am using electronic means to sign this agreement. I have reviewed the following [electronic signature disclosure](#), and I consent to signing this agreement electronically and receiving electronic disclosures as described. *

[Click here to get Adobe Reader](#)

← PREVIOUS

Decline

ACCEPT & CONTINUE




Authorization


HIRE RIGHT | Applicant Center Test Test | [Log out](#)

Form Steps

- [Instructions](#)
- [Personal Information](#)
- [Residence History](#)
- [Candidate Self-Reported Information](#)
- [Review Your Information](#)
- [Screening Disclosure and Authorization](#)
- ▶ Other Disclosures and Authorizations**



[Contact Us](#)
[Live Chat](#)
[E-mail & Phone Numbers](#)

Progress 

Other Disclosures and Authorizations

Other Disclosures and Authorizations

Indiana University requires a background check for the following individuals: i) all new employees, including those that have received a conditional offer of employment; ii) current employees as may be required for continued employment pursuant to the University's Background Check policy; and iii) any employee, student, or volunteer affiliated with the University who will be working in a program involving children, for whom the University has not obtained a background check within the past five years. Indiana University will obtain these reports through General Information Services (HireRight), or another consumer reporting agency. HireRight's address is P.O. Box 353, Chapin, SC 29036. HireRight's telephone number is (866) 265-4917. HireRight's website is www.geninfo.com, where you can find information about HireRight's privacy practices.

This Consent and Authorization allows: i) HireRight to request information about you from any public information source; ii) anyone to provide such information about you to HireRight iii) HireRight to provide Indiana University one or more reports based on that information (Background Check); and iv) the University to share your Background Check with others for legitimate business purposes related to your affiliation with the University. Information requested may include a criminal history check and a sex offender registry check, as well as verification of address history, social security number validity, driving record and other publicly held information. The Background Check may include information about your character, general reputation, personal characteristics, and mode of living. If HireRight obtains any information by interview, you have the right to obtain a complete and accurate disclosure of the scope and nature of the investigation performed.

Please review the Background Check Consent Statement below that is applicable to you.

THIS SECTION APPLIES TO UNIVERSITY EMPLOYEES OR INDIVIDUALS OFFERED EMPLOYMENT WITH THE UNIVERSITY:

I understand that an offer of employment from the University for any position is contingent on the receipt and evaluation of my Background Check. In order to facilitate the required Background Check, I will provide the



Authorization

Electronic Signature

Full Name: *

Test, Test

E-Mail Address: *

geninfo@iu.edu

HireRight sends a copy of the signed document to the e-mail address above. Please ensure the address is correct.

I certify I am the person identified above, and I understand that clicking "I Accept" below constitutes my electronic signature to the agreement above. *

I understand that I am using electronic means to sign this agreement. I have reviewed the following [electronic signature disclosure](#), and I consent to signing this agreement electronically and receiving electronic disclosures as described. *

[Click here to get Adobe Reader](#)

← PREVIOUS

→ **Next**

ACCEPT & SUBMIT



Completion Confirmation Page

HIRE RIGHT | Applicant Center Test Test | [Log out](#)

Thank you for your information!
Your request ID: HA-062220-XF5WZ
This completes phase 1 of your background verification.

There is not enough historical data to provide a Turnaround Time (TAT) for this order.

Form Verification Report & Review

This is your Applicant Center.
Here you can [track the progress of your report](#) and communicate with HireRight.

Communication Preferences

We can text alerts and status updates to your mobile phone (text charges may apply).
Would you like us to send notifications to:

Country Code: +1 Phone Number: (812) 322 6676 Between 9:00am and 5:00pm Canada/Atlantic

Anytime

[No, don't text me](#)



Background Check Applicant Experience – Demo

<https://ows01.hireright.com/login/>



Report Grades

- Meets Company Standards
 - Employment Only
 - PIC Only
- Client Review Required
- Pending Additional Information
- Cancelled
- Reviewed No Grade
- Does Not Meet Company Standards



Fair Credit Reporting Act

- Disclosure & Consent/Authorization Form
- Pre-Adverse Action Letter
- Adverse Action Letter
- Access to Report



Background Check Cost (\$\$)

- Base Cost - \$22.45
- Education Verification - \$9.30
- Credential Verification - \$6.30
- Court Fees
- CA, MN, OK, NY Letters



International Background Checks

- Will now be processed centrally
- IU International Background Check Website
 - Allows you to determine if you need an international check
 - Allows you to submit a process request if you do



International Background Checks

Employment

Employment Eligibility Verification

Overview

Roles and Responsibilities

Training ▶

IU-specific Procedures ▶

Posters

Home > Employment > Employment Eligibility Verification > IU-specific Procedures: International Background Checks

IU-specific Procedures

International Background Checks

Not all international applicants will require an international background check. It is important to review the **IU Background Check Policy** to assess the necessity for requesting an international background check. Requesting an international background check can delay the hiring process and will add substantial cost.

Do You Need an International Background Check?

▶ Is the applicant a **Foreign National**?

▶ Is the applicant a **US Citizen**?

Helpful Information and Tips

▶ International Background Check Permission – HireRight Email

askHR

812-856-1234



This site is **NOT live yet**, but will look similar to this screen shot

Batch Ordering

- Initiators may request multiple checks at one time
- Fill out template form yourself through HireRight
- Find instructions on process at IUHR Background check training webpage



Turn Around Time (TAT)

- Criminal Records
- Limited Access Areas
- Court closings or limited hours
- Weather, current events, etc.



Backgroundchecks.com

- GIS owned company providing consumer website
- Students & Volunteers (non-employees)
- Programs Involving Children
- Individual Orders & Pays



General Changes – HireRight Platform

- International background checks will now be handled/submitted centrally
- In session chat help available
- Applicant can track the checks progress via text message
- HireRight Background Check platform is mobile friendly for applicants
- Ability to reassign cases
- Ability to cancel cases



THANK YOU
QUESTIONS?

