Background Check & New System Training
Background Checks

• Staff/Part-Time Policy

• Rehires

• Programs Involving Children (PIC)

• International Employees
Check to see if the employee has an active job
How long passwords are good for?
Toggle to your Background Check Account
Lookup Employees

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

Checks move between tabs as they progress
Order Summary

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

Provide Job Location

Job Location

Bloomington, Indiana 47405
County: Monroe
USA

Select  Add new
Ordering a Background Check

Background Request — Select Package & Add-on Services

Packages

Select Package *

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

Click here. Once you are finished adding services, click Next.
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 *
Test

Last Name *
Test

E-mail *
geninfo@iu.edu

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

Fill in the *Required Information

UNIVERSITY HUMAN RESOURCES
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 --
Academic/SAA
Staff/Temporary
Non-Employee

5-year PIC Check for Current Employee *

Position Type Determines Adjudicating Department
### Ordering a Background Check

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

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>SSN/National ID</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test</td>
<td>Test</td>
<td></td>
<td>Test</td>
<td>Sent to Applicant</td>
</tr>
<tr>
<td>Test</td>
<td>Test</td>
<td></td>
<td>Test</td>
<td>Sent to Applicant</td>
</tr>
</tbody>
</table>

- View
- Resend
- Cancel
- Flag
Canceling a Background Check

<table>
<thead>
<tr>
<th>Invitations</th>
<th>Not Submitted</th>
<th>In Progress</th>
<th>Pending Adjudication</th>
<th>Completed</th>
<th>Cancelled</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Middle Name</td>
<td>Last Name</td>
<td>SSN/National ID</td>
<td>Status</td>
<td></td>
</tr>
<tr>
<td>TestOne</td>
<td>Test</td>
<td>Test</td>
<td><strong>111</strong></td>
<td>75% Completed</td>
<td></td>
</tr>
<tr>
<td>Test</td>
<td>Test</td>
<td>Test</td>
<td><strong>111</strong></td>
<td>0% Completed</td>
<td></td>
</tr>
<tr>
<td>Test</td>
<td>Test</td>
<td>Test</td>
<td><strong>111</strong></td>
<td>67% Completed</td>
<td></td>
</tr>
</tbody>
</table>

Alerts

- Current User: Last 1 week

Action Requests: Information-only

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

INDIANA UNIVERSITY
Background Check – Demo

https://ows01.hireright.com/login/
Applicant / Employee HireRight Portal

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

**Indiana University** has partnered with HireRight to conduct your background verification. Please use our online portal to provide your information. Disclosures from **Indiana University** regarding this background verification will be provided, and your consent will be required before HireRight can begin processing your background verification.

Login
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

Password:

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
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 base phone number and e-mail 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 education, 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 paystubs, paychecks, and tax documents that can be used to verify your employment.
- To view HireRight’s Website Accessibility Policy, report website accessibility violations, or require accessible versions and information, please go to www.hireright.com/visiability.

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, EMER, and APAC.
## 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** *

Test

**Middle Name**


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

**Last Name** *

Test

**Suffix**

None

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

[Add Alias Name]
Current Mailing/Address Information

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?

Month
- August

Year
- 2018

Phone *
- +1 (000) 000 0000

E-mail *
- geninfo@iu.edu
Addresses

No gaps in address history
Addresses

UNIVERSITY HUMAN RESOURCES

No gaps in address history
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
Admitted Criminal screen will only appear if “yes” was selected
Admitted Criminal screen will only appear if “yes” was selected.
Disclosure

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 363, 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.
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

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.gcininfo.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.

Accept & Submit

← PREVIOUS

Click here to get Adobe Reader
Completion Confirmation Page

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.

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:

- [ ] Yes
- [ ] 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

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

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?