

## Changes in Background Checking Processes:

Background checking has become an important and necessary part of any hiring process with organizations today. The U.S Department of Justice reports that 1 in every 32 adults has a criminal record. 8.5% of applicants who have authorized background checks have convictions. There are 6 million threats of violence and 2 million workplace assaults each year. 13 people die due to workplace violence every week. After much research, the University of Denver will be utilizing the HireRight background check system in order to make our screening process more efficient and effective.

In order to ensure complete compliance and alleviate the strain on divisional budgets, the recently approved budget for fiscal year 2009 provides central funding for all background checks effective July 1, 2008.

Here is how the new process will work:

1. To start the background check process for your top candidate, non-benefited candidate, special community member or volunteer, you will complete a simple Background Check Request Form located on the Human Resources webpage under Frequently Used Forms.
2. Upon receiving that form, HR will send an invitation to the specified individual to complete necessary information. Please make sure to have correct spelling of applicant name and e-mail address in order to ensure that the proper candidate receives the background check invitation. It is also important to let the candidate know that they may receive a call from HireRight in order to get additional information or correct any incorrect information.
3. The candidate will receive an e-mail with a link and temporary password. They will then complete a simple online form (very similar to the information that they would fill out on our old background check forms). The last step is an electronic consent form required under the Fair Credit Reporting and Disclosure Act that must be completed by the candidate before the process begins.
4. Results of the background check will be sent electronically to Human Resources within 2-5 business days.
5. Once favorable results are received by Human Resources, the hiring manager will receive an e-mail with the candidates DU ID along with other valuable links to complete the hiring process. For background checks completed on volunteers, favorable results will be sent directly to the requestor.

\*International background check functions unfortunately cannot be automated; therefore, we will need to see immigration paperwork from the candidate if they have lived out of the Country. For Study Abroad and Peace Corps we do not need to see documentation.

\*A friendly reminder – for individuals who were previously employed at the University and had a background check run, you do not have to rerun the background check if the rehire took place within the previous 90 days. Work-study student's, whose work-study status has

not changed from the previous academic year, will not be required to have a new background check if rehired within 120 days. You may contact our Human Resources Coordinator at x13501 if you have questions regarding rehire status of employees.

We are very excited about this new system and the ability to enhance our background check capabilities both effectively and efficiently. HireRight is a user friendly service. If you have any questions the background check process please contact Sarah Childs at x13501 or [Sarah.Childs@du.edu](mailto:Sarah.Childs@du.edu). If you would like to know more about HireRight as a background checking company, please visit them at [www.hireright.com](http://www.hireright.com).