

Background Check Resource

Tips to help expedite the process:

- Verify the correct email address for the candidate is in the eRecruit before submitting the offer for approval.
- Discuss the background screening requirement with the candidate and ask them to respond to the HireRight email for consent immediately upon receipt.
- Allow enough time to process the background check request: It is recommended to submit your offer a minimum of 10 business days prior to the tentative start date to allow enough time for the background check process to be completed.

What can cause a delay?

- The candidate does not respond in a timely manner to the HireRight's consent email.
- The candidate's email address used at time of application is no longer valid and they do not receive the HireRight invitation.
- Lag time of unit approvers authorizing the hire in eRecruit.
- The records in the jurisdiction for the criminal check are not automated. The vendor then engages a court runner to visit the court to request records.
- Education records are not found in the National Clearinghouse and verification through the school or college is required.
- Education records have not been updated for newly issued degrees.
- Court computer or facility-related issues, closures, staffing shortages.
- If the background check results contain information that may hold up the hiring process, the central office HR representative will make contact with unit HR and/or hiring manager.

Additional Information:

- The background check time to complete is different depending on where the candidate has lived and the number of counties that need to be checked.