HR Compliance Team

Presents

PageUp/HireRight Integration CBC Training



As of March 15, 2022, criminal background checks (CBC) can be initiated from PageUp for the following:

- FAS postings
- TOC (Non-Academic) postings
- HR Analyst will request background check for Support Staff and Extension postings

Purpose:

To create a streamline and consistent process for initiating the background check into one system.

Benefits:

- Eliminate processing step in different system for staffing coordinators and HR Analysts
- Applicant invite link automatically sent by HireRight utilizing the application statuses in PageUp
- Manage/complete the recruitment and criminal background check process in one system



To start criminal background check process:

For FAS and Executive Management:

- Applicant need to complete and submit the data collection form.
- Applicant will automatically be placed in the "Hire documentation completed" status and an email is sent to the staffing coordinator with subject line: Background check reminder.

For Temps and On-call:

- Applicant need to complete and submit the data collection form.
- Staffing Coordinator need to create the hire form in EBS via the TOC Hire integration.
- Applicant will automatically be placed in the "Draft Hire form Created in EBS" status and an email is sent to the staffing coordinator about the background check reminder.
- After the draft hire form is created please initiate the background check

Review Email Notification Templates



Request Background Check and Package

- Staffing Coordinator would change the application status to 'Request background check'
- Select appropriate criminal background check package
 - Background checks can be submitted for packages that staffing coordinator already has access to in HireRight
 - If you do not have access to a package, an error notification stating "User not found" for the selected package. You will need to contact the Compliance Team at cbc@hr.msu.edu to grant correct access
 - Background check can be requested for multiple applicants at the same time with the same package.
 - If an applicant was submitted by an agency/search firm the email will need to be changed from the
 agency email to the applicant email by the HR Analyst before the criminal background check request is
 made.
 - Select "Move Now"



<u>Demo: How to Request and Monitor a Background Check</u>

HireRight Updates PageUp with Final Result

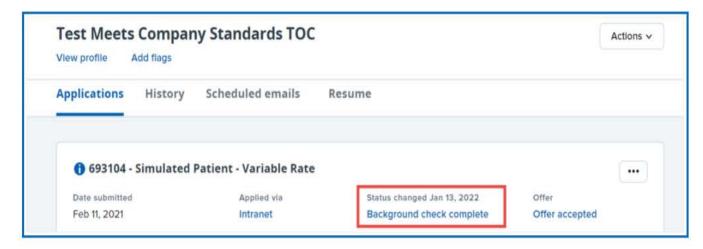
- Application status updated to "Background check complete."
- 2. Order status updated to "complete."
- 3. Result status updated to:
 - a. Pass (if Meets Company Standards)
 - b. Fail (if Does Not Meet Company Standards)



To View Application Status: Click on applicant's name Under "Applications" tab view application status for job posting

Application Status

- Request background check = Background check invitation requested, not yet sent to applicant
- Background check in progress = Background check invitation completed by applicant (remains in this status until results are returned by HireRight)
- Background check complete = Results are returned by HireRight as 'Meets Company Standards, Client Review Required, Pending Potential Conflict)

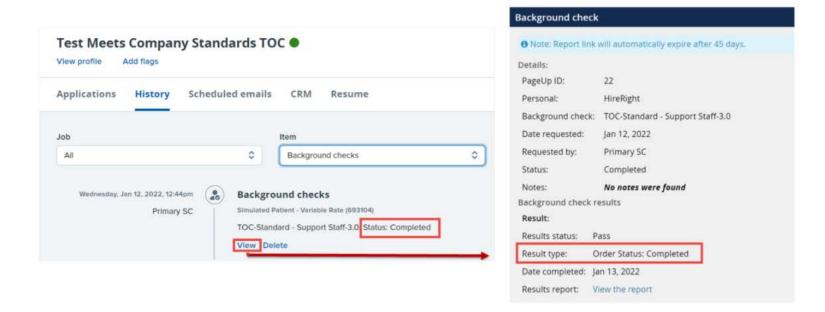




To View Order Status: Click on applicant's name Under "History" tab select "background checks" from the Item dropdown list

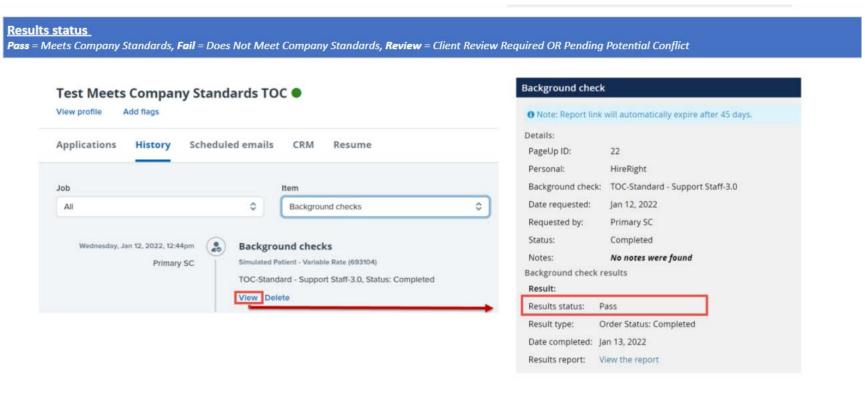
Order Status

Pending = Not yet sent to applicant, New = Sent to applicant, In Progress = Applicant completed & CBC order created, Completed = Results returned





To View Result Status: Click on applicant's name Under "History" tab select "background checks" from the Item dropdown list





Resources

- Review PageUp Background Check Status Crosswalk
- Review Criminal Background Check Information Page
- Staffing Coordinator Guide



Questions....

Cheleane Clerkley

chambe78@hr.msu.edu

517-884-0131

Compliance Team:

cbc@hr.msu.edu

