Background Checks Process Overview

1. Hiring Department Selects Applicants to Interview
2. Hiring Department Selects Finalist
3. Hiring Department Checks References and Submits Salary Setting Request to HR
4. HR Approves Salary
5. HR Orders Background Checks from Vendor
6. Vendor Contacts Finalist to Obtain Consent, Provide Statement of Rights, and to Verify or Input Information to Initiate Background Checks
7. Finalist Completes Required Background Checks Consent Form and Information and Submits Electronically to Vendor
8. Vendor Conducts Background Checks and Sends Results Electronically to HR
9. Do Background Checks Show Possible Adverse Information?
   - No
     - Post-Adverse Action Notice Sent to Finalist by Vendor Explaining Reason for Rescinding Offer or Terminating Employment at the Request of HR
     - Hiring Confirmed by Department and HR
     - End
   - Yes
     - Pre-Adverse Action Notice Sent to Finalist by Vendor at Request of HR
     - Finalist has Five (5) Business Days to Respond to Vendor About Adverse Information
     - HR Confers with Hiring Department's Division Leader About Adverse Information

10. Hiring Department Confirms to Proceed with Hire?
    - Yes
      - Hiring Confirmed by Department and HR
      - End
    - No
      - Post-Adverse Action Notice Sent to Finalist by Vendor Explaining Reason for Rescinding Offer or Terminating Employment at the Request of HR
      - Hiring Confirmed by Department and HR
      - End

11. Hiring Department Selects New Finalist
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<th>Individual / Department</th>
<th>Role in the Background Check Process</th>
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| Hiring Manager          | - Decides with HR which Background Checks will be Conducted, Based on Position Requirements  
                           - Checks References  
                           - Confirms Completion of Background Check with Finalist |
| Finalist                | - Completes an Application in DORR  
                           - Provides Consent and Supplemental Information to Vendor (e.g. DOB, SSN)  
                           - Provides Explanation of Adverse Information (if any) to HR (E/LR) and Vendor within 5 Business Days of Pre-Adverse Action Notice |
| Human Resources (Recruitment) | - Decides with Hiring Manager which Background Checks will be Conducted  
                                    - Posts Position Descriptions in DORR with Required Background Checks  
                                    - Orders Background Checks with Vendor After Salary Setting is Approved  
                                    - Provides Status Updates to Hiring Manager  
                                    - Sends Confirmation of Offer Letter to Finalist |
| Human Resources (Employee/Labor Relations or E/LR) | - Reviews Adverse Information with Division Leader for Hiring  
                                                    - Conducts Interview with Finalist if Adverse Information is Found  
                                                    - Consults with Division Leader for Hiring and Helps Leader Decide whether Offer is Rescinded or Employment is Terminated |
| Division Leader for Hiring | - Reviews Adverse Information with HR (E/LR)  
                                  - Decides whether Offer is Withdrawn or Employment is Terminated |
| Vendor                  | - Sends Email with Consent, Rights Under FCRA, and Requests for Information to Initiate Background Check (e.g. DOB, SSN, employer names/contact information)  
                                  - Conducts Background Checks  
                                  - Corresponds with Finalist to Supplement Submitted Information  
                                  - Provides Pre- and Post-Adverse Action Notices and Reports to Finalists  
                                  - Complies with FCRA |