Background Check Workflow

TMS - Classified, Administrative Professional, Research, PostDocs, Faculty
BGC Inbox - NSH, Student, Graduate Assistant, Associate/Affiliate, Volunteer, Other

**Background Check Request received from Dept.**

**BGC Inbox / TMS**

**HR reviews comments provided by Dept. on candidate's employment history with CSU and verifies employment status in Oracle to determine BGC requirements**

**All candidate requests are entered into Kuali Coeus for Visual Compliance Check**

**New or Rehire candidates are entered into HireRight to begin background check**

**For current employees a background check may not be required**

**HireRight sends invitation to candidate (email and text message, if cell phone is provided)**

**Candidate DOES NOT respond to HireRight invitation**

**Positive BGC results/Dept. is notified of approval to hire**

**BGC results updated in Kuali Coeus**

**Negative BGC results/Pre-Adverse Letter sent (candidate has 5 business days to respond once letter is received).**

**Dept. requests 2nd invitation to be sent to candidate**

**Candidate responds to Pre-Adverse Letter/BGC is completed**

**Dept. notified of expiration of BGC invitation and candidate is not recommended for hire**

**Negative BGC results/Adverse Action Letter sent to candidate**

**Positive BGC results/Dept. is notified of approval to hire**

**BGC Results updated in Kuali Coeus**

**Candidate responds to HireRight 2nd invitation/BGC is completed**

**Candidate does NOT respond to HireRight 2nd invitation/Invitation expires with HireRight**

**Dept. notified of expiration of BGC invitation and candidate is not recommended for hire**

**BGC Results updated in Kuali Coeus**

**Dept. notified candidate is not recommended for hire**

**HR reviews comments provided by Dept. on candidate's employment history with CSU and verifies employment status in Oracle to determine BGC requirements**

**Department Action**
- Department Action
- Human Resources Action
- HireRight Action
- Candidate Action
- Candidate Non-Response