

Two-Step Background Check Process

This job aid provides step-by-step directions for pre- and post-offer background checks in TalentLink. This process is part of the workflow between CUHR and Schools/Departments to clear finalists and complete offers of employment.

Permission groups Levels 2, 3, and 4 can create offers. If you have questions about your permission group, contact your Sr. HRBP.

Note: Schools and Departments on the Morningside/Manhattanville/Lamont campuses can initiate a background check within TalentLink. CUIMC HR will initiate a background check for schools and Departments on the CUIMC campus.

Fair Chance Act Amendments 2021

Under the 2021 Fair Chance Act amendments, it is now illegal for most employers in New York City to ask about the criminal record of job applicants before making a job offer. This also means that the background check process is now conducted in two steps.

You must update the status of all applicants that the hiring manager is meeting with to the "Interview" status and send the interview notification email so that applicants are made aware that if they move further in the process, the University will initiate Party 1: Employment and education verification and check professional references, in accordance with the 2021 FCA amendments.

If the pre-employment verification and professional references are satisfactory, a conditional written offer is made, and if accepted by the finalist, a criminal background check may be run.

INITIATING STEP 1 OF THE BACKGROUND CHECK PROCESS

- 1. Log in to my.columbia.edu; under the HR Manager Resources tab, select "TalentLink".
- 2. Access the requisition through the Dashboard or through the menu (three horizontal lines) at the top left of the page by selecting "Manage Requisitions".
- 3. Go to the Applications page (either from the Dashboard or by clicking the menu -- the three horizontal lines-- and selecting "Manage Requisitions." Next, click the number listed in the "Applications" column (the number corresponds with the number of submitted applications).
- 4. Confirm that the applicant's status is updated to **Interview** and the appropriate communication has been sent.



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5. Click Status of the finalist; select Step One: PRE-OFFER Employment and Education Verification (including drug screening); click Next>.

		Step 1: Pre-Offer Education and Employment Verification Background Check Pending - AUTOMATIC SYSTEM STATUS Background Check Cleared - AUTOMATIC SYSTEM STATUS Step 2: Post-Offer Criminal Background Check Background Check Not Cleared Hired / Initiate Onboarding Offer Rescinded	•
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6. Confirm the candidate's status has been updated to "Step One: Pre-Offer Education and Employment Verification."

Confirm status change	
You are about to move D	emi Test to a different status:
Fr Te Guidance information	om status: Offer Accepted - AUTOMATIC SYSTEM STATUS o status: Step 1: Pre-Offer Education and Employment Verification
	Employment and Education Verification The finalist must be <i>approved by CUHR/CUIMC HR</i> prior to submitting the Employment and Education Verification.
Communication template	- No template 🗸
Background checks	
Background check:*	Q 🖉
I.	Move now Cancel

7. Choose the appropriate pre-offer background check package from the **Background checks** dropdown.

 Background check 	3			
Background check:*	Select •			
	Select			
	Drug Only			
E-mail: Applicant: •	DRUG TEST ONLY			
	PARTIAL PACKAGE			
	PARTIAL PACKAGE - POM ONLY			
• No SMS will be ser	POM/PARTIAL + MVR (SAEP ONLY) ceive them.			
Additional users from	REFERENCE CHECK ONLY PACKAGE			
Plate to the later should be a more	STANDARD PACKAGE			
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Please note that a ba of (JOBTITLE) - (JOE	icliground check for (FIRSTNAME) (LASTNAME) has been initiated for the position BNOJ.			

- 8. Click "Move now" to confirm the status change and alert the University's background check vendor, HireRight, to email the finalist with a login link and instructions on how to complete the background check.
- 9. Monitor the progress of the background check by viewing the finalist's status, which updates automatically.
 - Background Check Pending (the verification is in process)
 - Notifications from HireRight. Schools/Departments will receive an email from HireRight when the verification is completed. CUHR must adjudicate the results before you can move forward with any additional steps.
 - Adjudication from CUHR. CUHR will review the results of the verification process and adjudicate the results.
 - **Background Check Cleared.** Once CUHR clears the Pre-Offer Verification, you will receive an email from HireRight that the finalist's education and employment verification has been cleared.
 - The applicant **status** in TalentLink will be updated to **Background Check Complete.** Then, you can proceed to creating and sending the written offer.

From: HireRight Cu	stomer Support <noreply@hireright.com></noreply@hireright.com>
Sent: Friday, Janua	y 7, 2022 10:40 AM
Subject: Backgroun	d Check Cleared
To: JOHN DOE	
From: HireRight	; on behalf of Columbia University (No Reply)
Date: Jan 7, 2)22
Re: Background	i Check Cleared: NAME
This is to not:	ify you that the following background check has cleared:
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Inis is an automated message. If you need support, please contact your Background Check team. CU: hrcs-hc@columbia.edu CUIMC: <u>cumchr@cumc.columbia.edu</u>

- **Background Check not Cleared.** If the status is Background Check Not Cleared, you will receive an email from HireRight.
- The applicant **status** in TalentLink will be updated to **Background Check Not Cleared.** You should contact the Background Check Team for further instructions.

INITIATING STEP 2 OF THE BACKGROUND CHECK PROCESS

Note: This step must be initiated **after** Part One of the verification process is successfully completed and the finalist has accepted the written offer.

10. Confirm applicant has accepted the offer by confirming status is **Offer Accepted**.

Recruitment Coordinator (504819)
Search Results	Pref Name
Nov 16, 2021 Offer Accepted - AUT	OMATIC S)

11. Click on Status of the finalist; select Step 2: Post-Offer Criminal Background Check; click "Next>".



- 12. Confirm the candidate's status has been updated to **Step Two: Post-Offer Criminal Background Check.**
- 13. Choose the appropriate background check package from the Background Checks dropdown. If you are not sure what package to select, review the PRE-OFFER VERIFICATION PACKAGES listed at the end of the this job aid.

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	You are about to move Den	mi Test to a different status:
		From status: Offer Accepted - AUTOMATIC SYSTEM STATUS
	Guidance information	To status: Step 2: Post-Offer Criminal Background Check
ast update 10/25		Criminal Background Verification The finalist must have a CLEARED Employment and Education Verification on file, prior to submitting the Criminal Background Request.
	Communication template:	No template 🗸



 Background checks 		
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Additional users from	EFERENCE CHECK ONLY PACKAGE TANDARD PACKAGE	
s	TANDARD PACKAGE - POM ONLY	
Additional users from p	00	,
Assistant recruiter	Initiator	
E Client Manager	Reportin	g to Manager
Chairperson	Search C	ommittee Member
Additional users from 0	Offer	
ID Assistant recruiter	8 School/C	Nept HR
B Reporting to Mana	izer	
Other additional users		
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t-mail subject:* E-mail body.*	Background Check Initiated - (JOB	TITLE) - (JOBINO) Merge field

- 14. Click "Move now" to confirm the status change and alert the University's background check vendor, HireRight, to email the finalist with a login link and instructions on how to complete Step 2 of the background check.
- 15. Monitor the progress of the background check by viewing the finalist's status, which updates automatically.
 - **Background Check Pending** (verification in process)
 - Notifications from HireRight. Schools/Departments will receive an email from HireRight when the verification is completed. CUHR will need to adjudicate the results.
 - CUHR will review the results of the verification and adjudicate accordingly.
 - **Background Check Cleared.** Schools/Departments will receive an email from HireRight indicating that the finalist's verification is cleared.
 - **Background Check Complete**. The applicant **status** in TalentLink will be updated to Background Check Complete. At this time, you may proceed to creating and sending the written offer.

From: HireRight Customer Support <noreply@hireright.com></noreply@hireright.com>
Sent: Friday, January 7, 2022 10:40 AM
Subject: Background Check Cleared
To: JOHN DOE From: HireRight on behalf of Columbia University (No Reply) Date: Jan 7, 2022 Re: Background Check Cleared: NAME
This is to notify you that the following background check has cleared:
Applicant: NAME Request Number: XXXXXXX Columbia: CUMC_REQ_NBR: Cost Centre Description: DEPARTMENT NAME CostCentreNumber: DEPARTMENT ID Applicant Id: 123456789 Job Id: TL REQUESITION NUMBER Job Title: XXXXXX TUTORS - select only if applicable: Department: Schoo/Department
Sincerely, Columbia University Human Resources
This is an automated message.
If you need support, please contact your Background Check team
CU: hrcs-bc@columbia.edu
CUIMC: cumchr@cumc.columbia.edu

- **Background Check not Cleared.** If the status is Background Check Not Cleared, you will receive an email from HireRight.
- The applicant **status** in TalentLink will be updated to **Background Check Not Cleared.** You should contact the Background Check Team for further instructions.

PRE-OFFER VERIFICATION PACKAGES

PRE - OFFER PACKAGES			
Name	Elements	Notes	
Pre-Offer Education and	Education Report	Standard Pre-Offer verification for all Officers of	
Employment	Employment Report	Administration, Support Staff, Casuals and VHOs.	
Pre - Offer + Drug Test 9P	Education Report Employment Report 9 Panel Drug Test	Pre-offer Verification for Officers of Administration and Support Staff roles that require a 9 panel drug test.	
Pre -Offer + Drug Test 10P	Education Report Employment Report 10 Panel Drug Test	Pre-offer Verification for Officers of Administration and Support Staff roles that require a 10 panel drug test.	

POST-OFFER BACKGROUND CHECK PACKAGES

POST - OFFER PACKAGES					
Name	Elements	Notes			
Criminal Background Check	Federal Criminal Global Criminal Search National Sex Offender Registry SSN Trace	Standard Post-Offer verification for all Officers of Administration, and Support Staff. A cleared Pre-Offer Verification must be on file,			
	Widescreen Plus National Criminal Search	prior to running the Criminal Background Check. The Criminal Background Check can only be initiated after the finalist has accepted the offer in TalentLink.			
Criminal + MVR Background Check	Federal Criminal Global Criminal Search National Sex Offender Registry SSN Trace Widescreen Plus National Criminal Search MVR Express	Post - Offer verification for applicants that require a Motor Vehicle verification on file, as a condition of employment.			
POM Background Check	Federal Criminal Global Criminal Search National Sex Offender Registry SSN Trace Widescreen Plus National Criminal Search	Background Check for applicants that require compliance with the Protection of Minors Program.			
POM + MVR Background Check	Federal Criminal Global Criminal Search National Sex Offender Registry SSN Trace Widescreen Plus National Criminal Search MVR Express	Background Check for applicants that require compliance with the Protection of Minors Program and a Motor Vehicle Verification.			