TALENT LINK

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>.
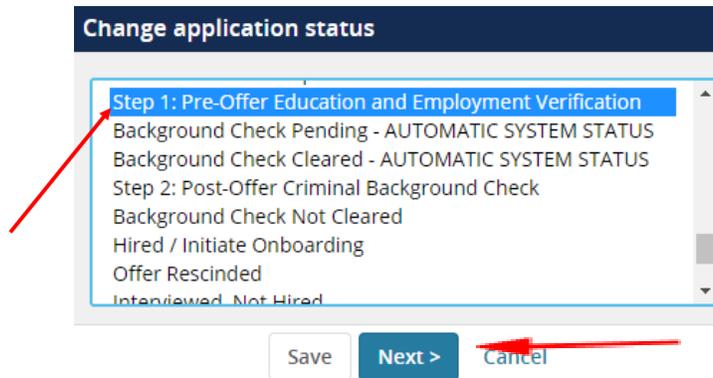
6. Confirm the candidate's status has been updated to "**Step One: Pre-Offer Education and Employment Verification**."
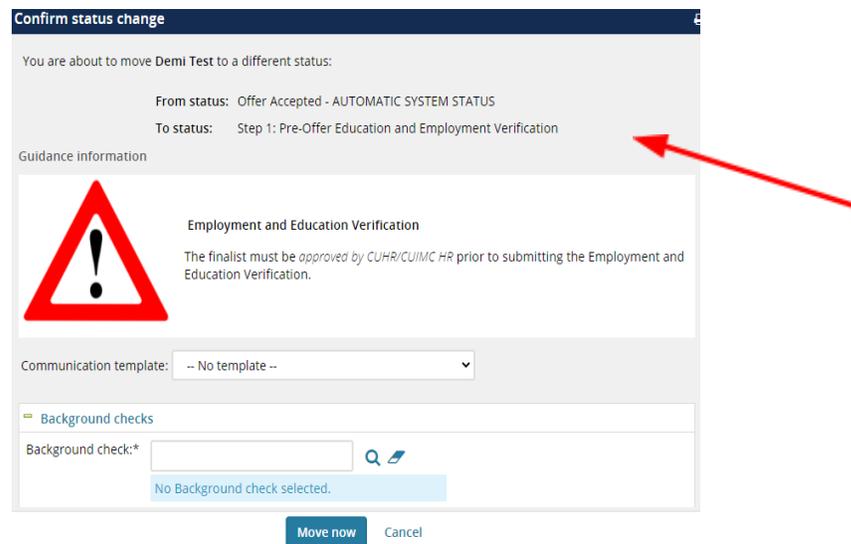
7. Choose the appropriate pre-offer background check package from the **Background checks** dropdown.
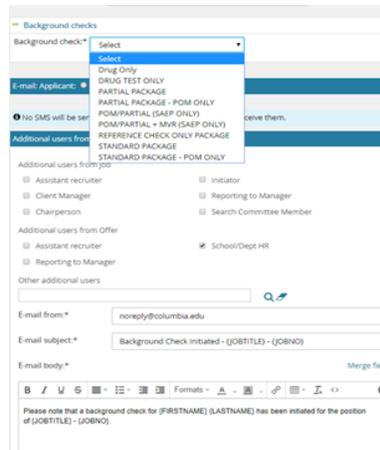
8. Click "Move now" to confirm the status change and alert the University's background check vendor, HireRight, to email the finalist with a login link and instructions on how to complete the background check.

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)
     - o **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 Customer Support <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 REQUISITION NUMBER
    Job Title: xxxxxxx
    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
```

![TALENT LINK logo]

- **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**.
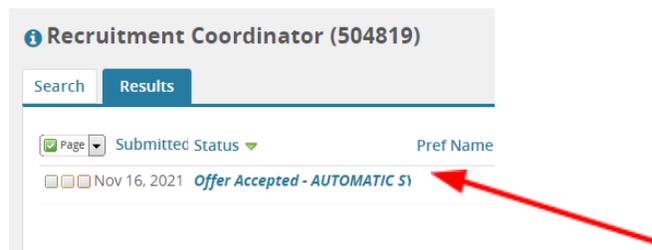
11. Click on **Status** of the finalist; select **Step 2: Post-Offer Criminal Background Check**; click "Next>".
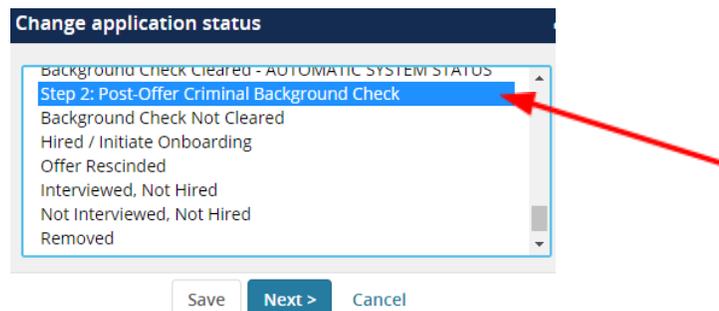
12. Confirm the candidate's status has been updated to **Step Two: Post-Offer Criminal Background Check.**

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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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.

```
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 REQUISITION NUMBER
   Job Title: xxxxxxx
   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 Employment	Education Report Employment Report	Standard Pre-Offer verification for all Officers of 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

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POST - OFFER PACKAGES		
Name	**Elements**	**Notes**
Criminal Background Check	Federal Criminal Global Criminal Search National Sex Offender Registry SSN Trace Widescreen Plus National Criminal Search	Standard Post-Offer verification for all Officers of Administration, and Support Staff. A cleared Pre-Offer Verification **must** be on file, 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.