

## Centralized Background Check Guidelines Effective January 27, 2025



This Job Aid outlines the steps needed to submit a background check in TalentLink. A [detailed training is also available in ELM](#). To access TalentLink, click [TalentLink | Human Resources](#). Next, click the blue **TALENTLINK** box, and login using your UNI and Password. (If you have not previously used TalentLink, please write to Amanuela Behrane at [ab5524@columbia.edu](mailto:ab5524@columbia.edu) for access.)

**Overview:** Effective January 27, 2025, all background checks for administrative and support positions on the Morningside and Manhattanville campuses will be initiated centrally by the Columbia University Human Resources Background Check (BGC) Team. In compliance with New York City regulations, background checks are completed in two stages:

**The Pre-Offer:** verifies education and employment history

**The Post-Offer:** includes criminal and sexual offender background checks.

All employment background checks are initiated in TalentLink.

### Step One:

#### The Department Identifies a Finalist(s) and Requests a Pre-Offer Background Check

Once the department identifies the finalist(s), they submit a request to the BGC Team to initiate the **Pre-Offer Background Check** in TalentLink. (The Pre-offer BGC and reference checks may be run simultaneously.)

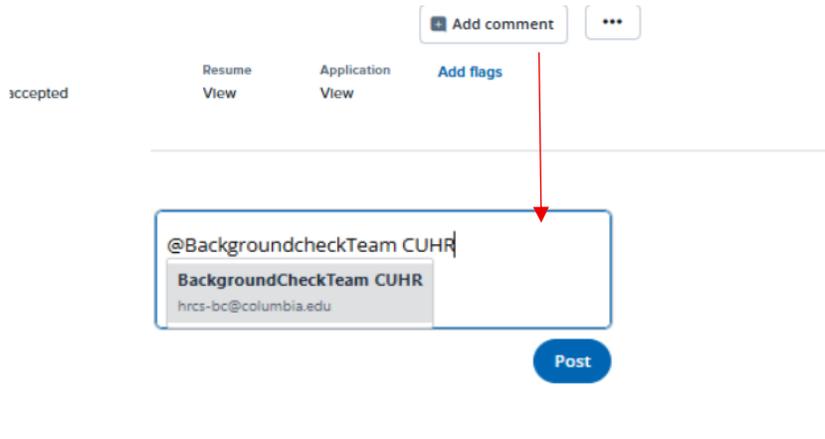
The department must submit all background check requests in the **Comments** section under the finalist's application card.

#### Instructions:

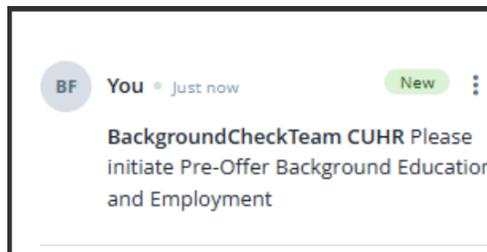
1. In TalentLink, navigate to the applicant list under the requisition for the position you are recruiting.
2. Find the candidate's name and click **Add Comment**.
3. In the comment field type:

**@backgroundcheckteam CUHR initiate Step 1: pre-offer (insert name of package)**

When you begin typing **@backgroundcheckteam CUHR**, you will be prompted to select 'Backgroundcheckteam CUHR' from the dropdown that appears.



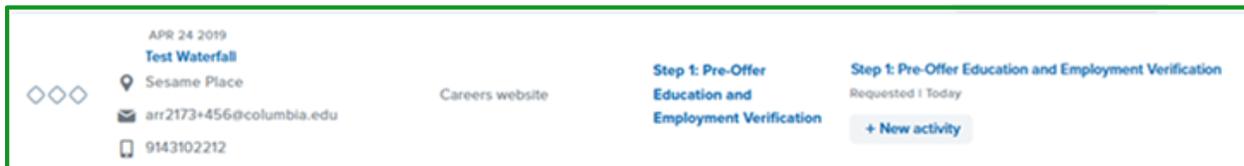
- Specify the name of the package you are requesting. The package can be the Pre-Offer Education & Employment, Pre-Offer with Drug Test 9P, or Pre-Offer with Drug Test 10P. (A list of the available Pre-Offer Packages can be found on the [Background Check web page](#).)



- Your request will automatically generate an email to the BGC Team.

**Note:** all communication regarding background checks should be made through the **Comments** section in TalentLink.

- Next, the BGC team will initiate the **Pre-Offer Background Check** and the initiation will be noted under the **Screening Activities** section. The hiring manager, the department administrator, and the initiator will be notified by email that the Pre-Offer has been started.



- Once the **Pre-Offer Background Check** is **COMPLETE** the status in TalentLink will change to **Background Check Complete- AUTOMATIC SYSTEM STATUS**. *Note: You should not move forward with your candidate until the bgc is cleared (see Step 8 below).*
- The BGC Team will then review the results of the Pre-Offer BGC and if there are no discrepancies, the candidate is **CLEARED** by the BGC Team and the status in TalentLink will

change to “**Pre-Offer Background Check Cleared.**” The hiring manager, the department administrator, and the initiator will receive an email notifying them of the clearance.



## Step Two:

### Post-Offer Criminal Background Check

1. The department identifies the finalist and submits the Offer Card to CUHR Client Services in TalentLink.
2. Client Services will review and approve the Offer Card.
3. The department sends the finalist an offer via TalentLink.
4. Once the finalist accepts the written offer, their status in TalentLink will automatically update to **Offer Accepted**. The BGC Team will then initiate **Step 2: Post Offer Criminal Background Check** and the finalist’s status will automatically change to **Step 2: Post-Offer Criminal Background Check**.

*The department does not need to notify the BGC Team to start **Step 2: Post Offer Criminal Background Check**. The BGC Team will initiate Step 2 once the finalist’s status changes to Offer Accepted. CUHR will determine if a Motor Vehicles Check needs to be run in addition to a criminal check.*

*If there are any delays, the Background Check Team will notify the department through the **COMMENTS** Section on the **APPLICANT CARD**.*

5. Once **Step 2: Post Offer Background Check** is complete, the BGC Team will then make sure there are no discrepancies and they will clear the candidate. When the candidate is **CLEARED** in TalentLink, the status of the candidate will update to “Post-Offer Background Check Cleared” and the hiring manager, the department administrator, and the initiator will receive an email notifying them of the clearance.



If you have any questions, please reach out to the Background Check Team at [hrcs-bc@columbia.edu](mailto:hrcs-bc@columbia.edu).