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TWO-STEP BACKGROUND WORKFLOW

Morningside and
Manhattanville

Skills With

Planning

Today 

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TWO-STEP BACKGROUND CHECK PROCESS

STEP ONE:

FINALIST APPROVAL & PRE-OFFER EDUCATION & EMPLOYMENT VERIFICATION

Prep Finalist to Submit for Offer (School/Dept)

- Update Status to: *"Prep Finalist to Submit for Offer"*
- Complete Offer Card
- Submit to CUHR for review and approval

Finalist Cleared (CUHR)

- CUHR approves Finalist
- CUHR updates Status to *"Finalist Cleared"*

Pre Offer Verification (School/Dept)

- Update status to *"Part One: Pre-Offer Verification"*
- Follow steps to complete the request and initiate the Education and Employment Verification
- ***Complete Professional References***

Finalist NOT Cleared

- CUHR rejects Finalist
- CUHR updates Status to *"Finalist NOT Cleared"*

Finalist NOT Cleared

- Contact CUHR for further information and next steps

TWO-STEP BACKGROUND CHECK PROCESS

STEP TWO: WRITTEN OFFER AND CRIMINAL BACKGROUND CHECK

Pre Offer Verification CLEARED (CUHR)

- Notification sent to School/Dept
- TalentLink Status will be automatically updated to *"Background Check Complete"*

Offer to Finalist (School/Dept)

- Prepare and Send Written Offer via TalentLink. Confirm references are completed.
- Finalist accepts Offer in TalentLink. Status updated to *"Offer Accepted"*
- Finalist completes new hire form. Status updated to *"New Hire Form Completed"*

Initiate Criminal Background Check (School/Dept)

- Update status to *"Part Two: Criminal Background Check"*
- Follow steps to complete the request to initiate the Criminal Background Check

Criminal Background Check CLEARED (CUHR)

- Notification sent to School/Dept
- TalentLink Status will be automatically updated to *"Background Check Complete"*

Criminal Background Check CLEARED (School/Dept)

- Update finalist status to *"Hired/Initiate Onboarding"*
- Begin Onboarding Process

Criminal Check NOT CLEARED (CUHR)

- Notification sent to School/Dept
- CUHR will initiate the pre-adverse process
- Offer may be rescinded

PRE-OFFER 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 PACKAGES

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.

NAVIGATING THE NEW PROCESS

Quick Tips

- Inform the candidate they are a finalist and let them know what to expect.
- Education and employment verifications/references must be verified prior to making a verbal or written offer. Once the education and employment verifications/references are completed, an offer can be extended.
- Consider discussing the salary range with the finalist before initiating step one of the verification process.
- Candidates can opt-out from having HireRight contact their current employer.
 - Candidates will need to submit to HireRight proof of current employment (W-2, paystubs, etc.)
- Conditional clearances can no longer be granted.

Questions?

