CUIMC Two Step Background Check Workflow

Prep for Offer to Submit Finalist

- Hiring Manager selects finalist
- Dept completes and submits Offer Card to CUIMC HR for review
  - Dept attests to the completion of references

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Finalist Cleared

- CUIMC HR approves Offer Card and notifies dept
- Dept initiates drug screening in HireRight if applicable

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Step One: Pre-Offer Verification

- CUIMC HR initiates Employment and Education verifications

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Background Check Complete- Automatic System Status

- CUIMC HR notifies dept of Pre-Offer clearance and written offer can be sent

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Send Written Offer

- Dept sends written offer to finalist
- Notifies CUIMC HR when offer has been officially accepted

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Step Two: Post-Offer Criminal Background Check

- CUIMC HR initiates criminal background check

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Hired/Initiate Onboarding

- CUIMC HR sends employment clearance notification to dept
- Dept initiates onboarding process