How do I complete the background screening process for a direct hire?

The background screening for a direct hire is initiated through HireRight. This process is used for hires not recruited through PageUp, such as OPS. Before initiating the background screening, best practice is to advise the candidate that they will receive an email from HireRight on behalf of the University of Florida to begin the background verification process.

Navigation

First, log into myUFL in order to access HireRight. Use the following navigation path:
NavBar → Main Menu → Human Resources → Recruiting → Background Screening

How to Place a New Order

1. After logging into HireRight (via myUFL), use **Select Account** to initiate the appropriate order.
   a. Select **Living in the U.S.** for candidates who are currently residing in the United States. Select **Currently Living Outside of U.S.** for candidates who are currently residing OUTSIDE of the United States.
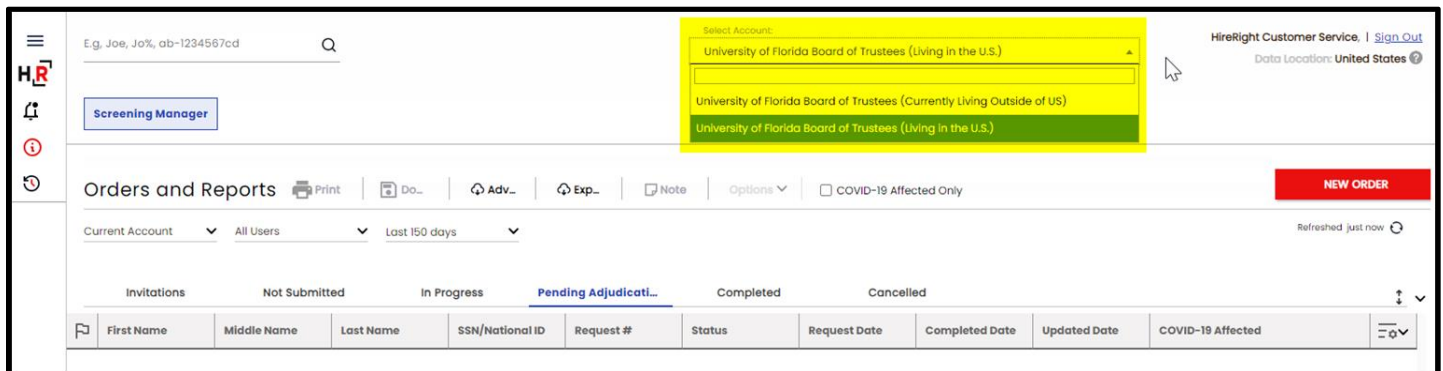
2. Click **New Order** on the right of the Screening Manager dashboard.
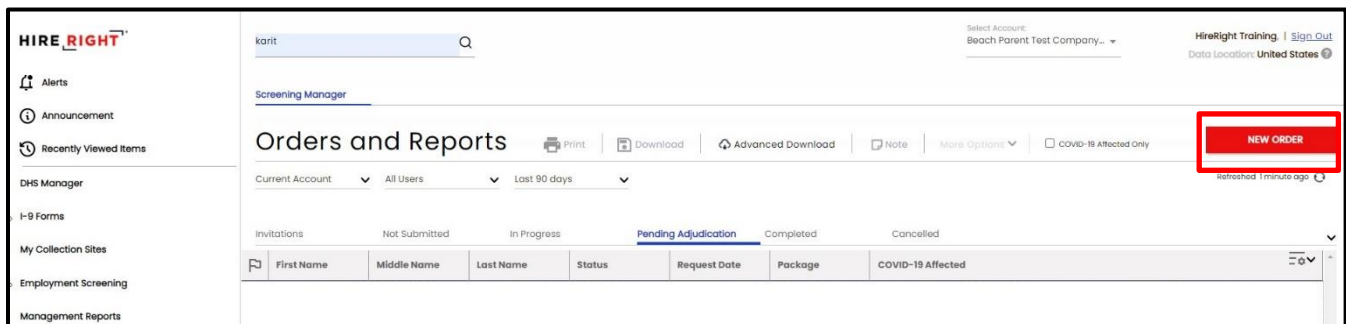
3. Click **Next** in the lower right of the screen.

Provide Job Location

All fields marked with an asterisk (*) are required.

Job Location ⓘ

Default
Nashville, Tennessee 37214
County: Davidson
USA

Select   Add new

NEXT

5. **Select Package**, using the drop- down arrow. View **Order Details** to confirm that these are the services you wish to order for the individual who will be screened. **Note**: See the **Resources** section at the end of this guide for more information about the package types.

6. Click **Next** to continue.

Select Package & Add-on Services

Packages

Select Package *

Sample Pre-Employment Screening Package   KIOSK LINK

Order Details

Add-on Service   You selected the following add-on services

Widescreen Plus National Criminal Search ⓘ   1

Prohibited Parties Terrorist Watchlist ⓘ   1 name

Education Report Education Verification ⓘ   1 institution

Employment Report Employment Verification ⓘ   3 employers

Please select the products you would like to include in your background report

Order additional services by selecting each product and specifying a number where requested

˅ Civil Records

NEXT

7. Select the **radial button** to email the applicant an invitation to fill in their data for the order.

Define Order

Who will complete the background forms?

◉ **Complete background forms myself**

○ Email applicant information to log on and complete background forms

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8. Enter applicant's first and last name as well as their email address in the provided required fields.

9. At the bottom of the page, check the box to confirm you have read and complied with the Legal Requirements for requesting a background check.

10. Click **Next** to send the invitation to the applicant.

The order is created only after the applicant completes and submits the form.

Requester will receive confirmation once the invitation is sent.
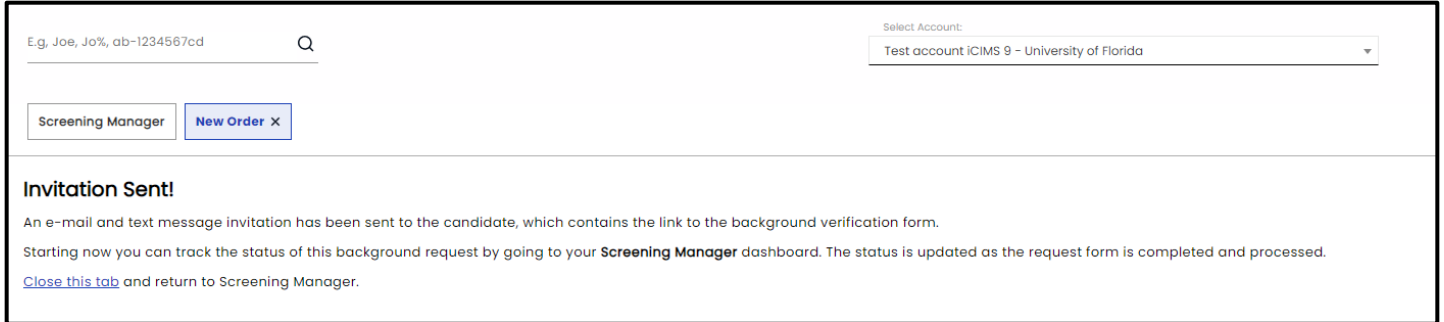
You may now **Sign out** or select **Screening Manager** to view invitation confirmation.
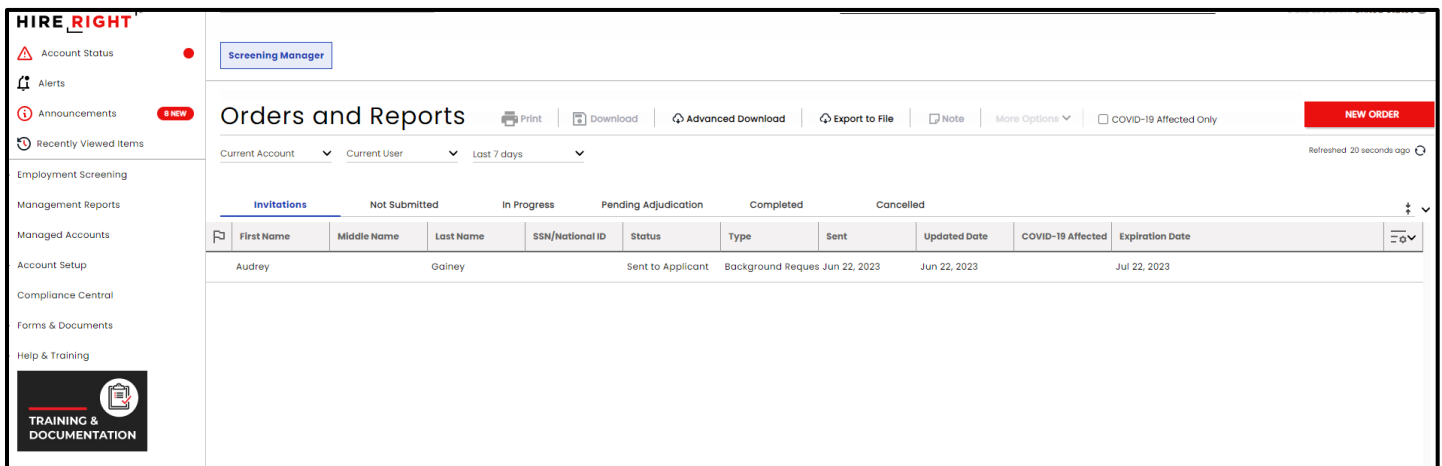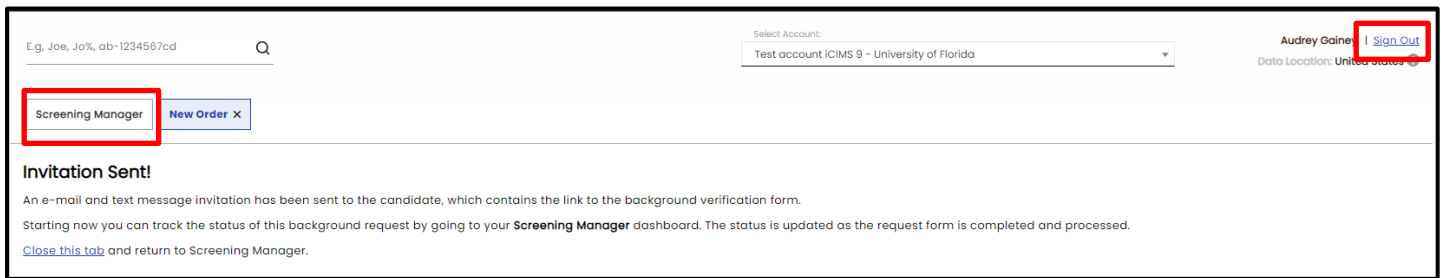
HireRight makes it easy for Applicants to get answers to frequently asked questions about background screening. Feel free to direct them here before starting the background check.

Additional options available to you for your Applicant Workflow

- **Send a text invite**. You must have applicant's permission to use this feature.
- **Upload documents** allows a single file upload of documentation to accompany the order, such as a copy of the degree/diploma, current employment documents, or an MVR release form, to name a few. Requestor can only upload one file. If documents are required once the order is placed, we'll let you know and most likely reach out directly to your applicant.
- **Invite additional applicants to complete their information for their individual screening.** Click the green plus to **Add Applicant**. You can send up to five (5) invites at one time. Be sure the job location and services/package you already indicated is applicable.
- **A default invitation** will be sent to the applicant. HireRight supports Super Users with the ability to modify the email, if desired, by clicking the **Preview/Edit** button.
- Send yourself a copy of the invitation by checking the box if you wish to receive a copy of the invitation to the applicant.

How to Access and View the Report

1. Access HireRight via myUFL. Log in to myUFL and use the following navigation path:

    NavBar → Main Menu → Human Resources → Recruiting → Background Screening

2. To view invites or reports within 150 days, use **the drop down menu for "Last 7 days" to expand your timeframe.**
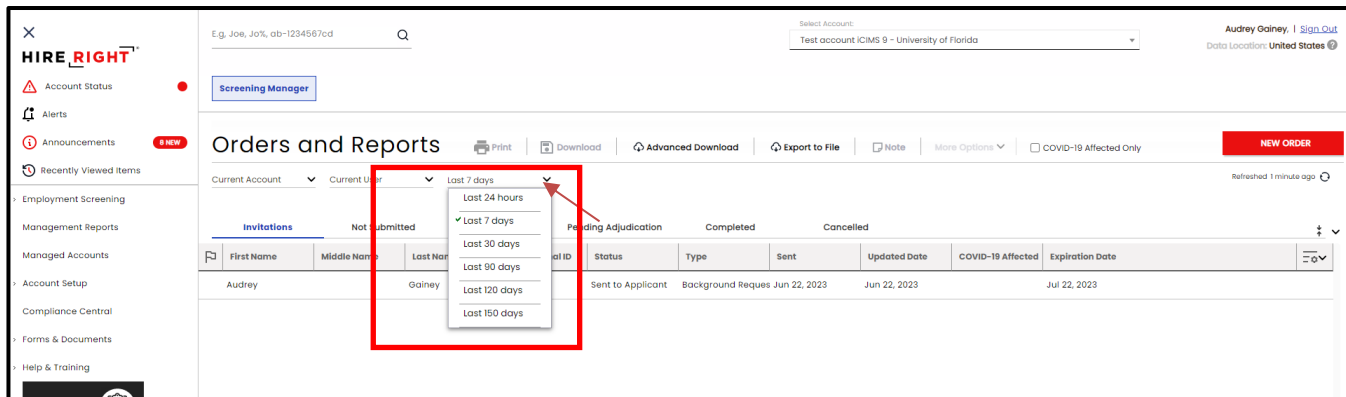
3. You may also locate invites and reports using the **Search feature**. This feature allows you to locate requests by: Applicant First Name, Applicant Last Name, Personal ID, and Request ID. Search can be used to find orders that are no longer visible on the Screening Manager dashboard.
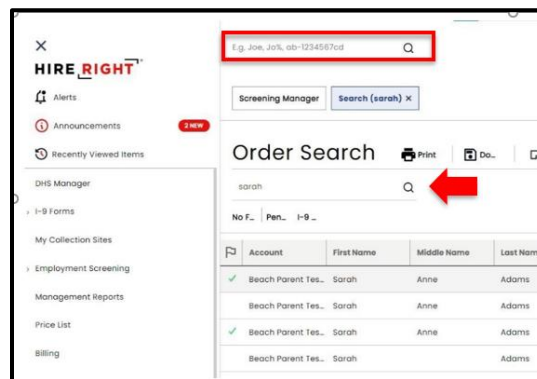
4. The Orders and Reports area displays real-time information on orders. Orders are organized by Status Tabs. You will find orders that you have initiated within the appropriate tab: Invitation, Not Submitted, In Progress, Pending Adjudication, Completed or Cancelled.

5. Right-click on the report for **menu options** or double-click on the report to **View Details**. HireRight provides real-time notifications of orders and report statuses.

When double clicking on the report to view details, the report opens, displaying a **Report Summary** of the order details.

Click the **Report Details tab** for complete report information. Scroll up or down using the control bar on the right to view the full details of processing including any delay notifications, applicant contact and results. Confirm that the appropriate amount of experience and education has been verified for the hire (if applicable). UFHR will review any criminal records.
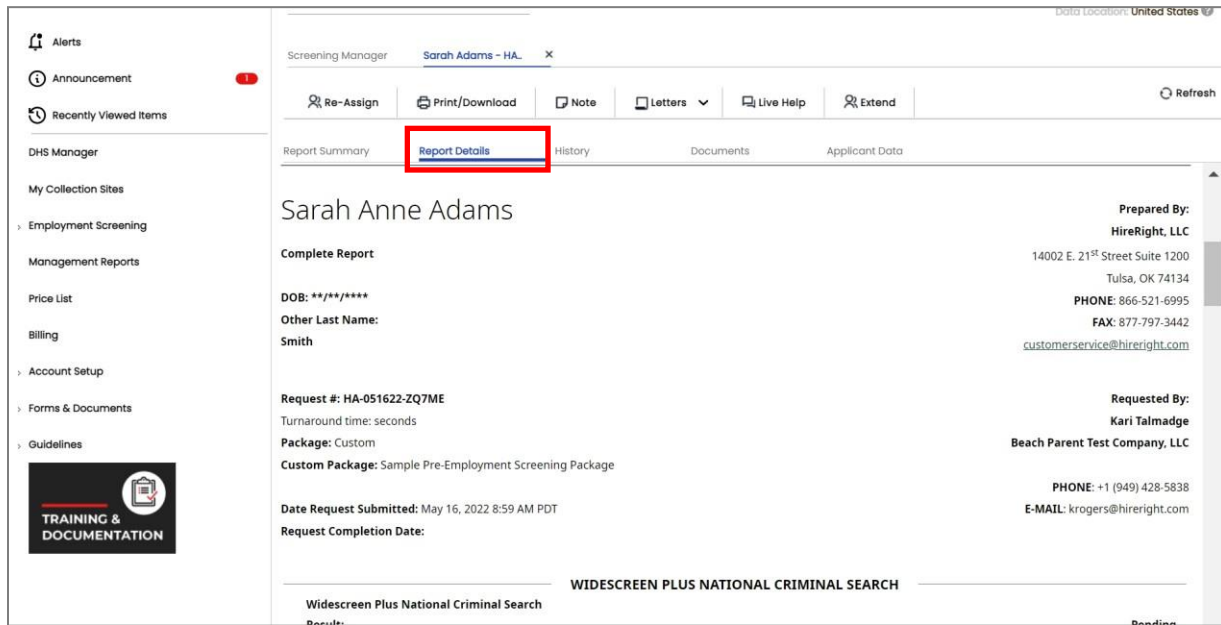
How to Re-initiate an Expired Packet

If the candidate does not complete the packet before the deadline, the packet will expire and will need to be sent again. To re-initiate the packet, start the new order process again. Refer to step one of this guide for instructions.

Resources

For Candidates Currently Living in the U.S.	
Package Name	**Package Description**
(Currently Living in US) BASIC	For all candidates who currently live in the U.S. and have lived in the U.S. for the last three (3) years - This type of check includes searching for criminal records in both U.S. and appropriate countries, if needed.
(Currently Living in US) BASIC/EDU/EXP	For all candidates who currently live in the U.S. - This type of check includes searching for criminal records in both U.S. and appropriate countries, if needed; verifying highest level of education completed (including high school diploma); validating employment history, and checking against global sanction lists, including U.S. terrorist list.
(Currently Living in US) EDU/EXP	For all candidates who currently live in the U.S. - This packet only includes verification of highest level of education completed (including high school diploma) and verifying employment history.
(Currently Living in US) BASIC/EDU	For all candidates who currently live in the U.S. - This packet includes searching for criminal records in both U.S. and appropriate countries, if needed; verification of level of education completed (including high school diploma); and checking against global sanction lists, including U.S. terrorist list.
(Currently Living in US) BASIC/EXP	For all candidates who currently live in the U.S. - This packet includes searching for criminal records in both U.S. and appropriate countries, if needed; validating employment history; and checking against global sanction lists, including U.S. terrorist list.
(Currently Living in US) EDU	For all candidates who currently live in the U.S. - This packet only includes verification of highest level of education completed (including high school diploma).

(Currently Living in US) EXP	For all candidates who currently live in the U.S. - This packet only validates employment history.

For Candidates Currently Living Outside of the U.S.	
Package Name	**Package Description**
(Currently Living Outside of US) BASIC	For all candidates who currently live outside of the U.S. - This package only searches for criminal records within the country the candidate currently resides in and checking against global sanction lists, including U.S. terrorist list.
(Currently Living Outside of US) BASIC/EDU/EXP	For all candidates who currently live outside of the U.S. - This type of check includes searching for criminal records in the country the candidate resides in; verification of highest level of education completed (including high school diploma); verification of employment history; and checking against global sanction lists, including U.S. terrorist list.
(Currently Living Outside of US) BASIC/EDU	For all candidates who currently live outside of the U.S. - This packet includes searching for criminal records in both U.S. and appropriate countries; verification of highest level of education completed (including high school diploma); and checking against global sanction lists, including U.S. terrorist list.
(Currently Living Outside of US) BASIC/EXP	For all candidates who currently live outside of the U.S. - This packet includes searching for criminal records in the country the candidate currently resides in; verification of employment history; and checking against global sanction lists, including U.S. terrorist list.
(Currently Living Outside of US) EDU	For all candidates who currently live outside of the U.S. - This type of check only conducts verification of highest level of education completed for candidates who currently lives outside of the U.S.

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(Currently Living Outside of US) EXP	For all candidates who currently live outside of the U.S. - This packet only verifies employment history for candidates who currently live outside of the U.S.

HireRight – Applicant Statuses

Canceled – the package for the candidate was canceled and a check will not be run.

Client Review Required – Review and adjudication of the results is needed.

Does Not Meet Company Standards – The candidate is not eligible for hire. Please contact UFHR to discuss.

Meets Company Standards – The background check is complete. The hiring department MUST REVIEW the results of the education and employment verification (if applicable) to confirm that the minimum requirements for the hire are met.

Pending – Potential Conflict - Review and adjudication of the results is needed.

HireRight – Order and Report Statuses

You may log in to HireRight at any time to view the details of your orders. Once you are logged in to HireRight, you will find orders that you have initiated within the tabs of the Orders and Reports section. These tabs are defined below.

Invitation: View, Resend, or Cancel

Not Submitted: Orders that were initiated but not submitted to HireRight for processing and require requestor to take additional steps for submission

In Progress: Real-time details for submitted orders

Pending Adjudication: Enabled for customers using Adjudication Services Features Completed orders that require your organization's review and final status setting

Completed: Orders that are completed and available results posted

Cancelled: Cancelled orders

PageUp – Applicant Status Definitions

Background – Initiate: Use this status to start the background screening process on your final candidate.

Background – Pending: The background screening packet has been received by HireRight and is in progress.

Background – Complete for Review: The background screening packet is complete and should be reviewed by the hiring department.

Additional Help

Further resources may be found in the Careers at UF Toolkit.

For help with technical issues, contact the UF Help Desk at 352-392-HELP or helpdesk@ufl.edu.

For assistance with policies and directives, contact Talent Acquisition & Onboarding at 392-392-2477.