How do I complete the background screening process in Careers at UF (PageUp)?

After your candidate has been cleared for offer, you may initiate the background screening. An integration between PageUp and HireRight streamlines this process. For recruited positions, you may initiate the background screening packet and monitor progress via PageUp.

Navigation

1. First, log into myUFL in order to access Careers at UF. Use the following navigation path:
   NavBar → Main Menu → Human Resources → Recruiting → Job Requisitions

Accessing the Applicant Pool

2. After accessing Careers at UF, locate the appropriate job requisition on your Dashboard, under **Current Jobs**. If the job is not listed on your dashboard, you may click **Jobs** to search.
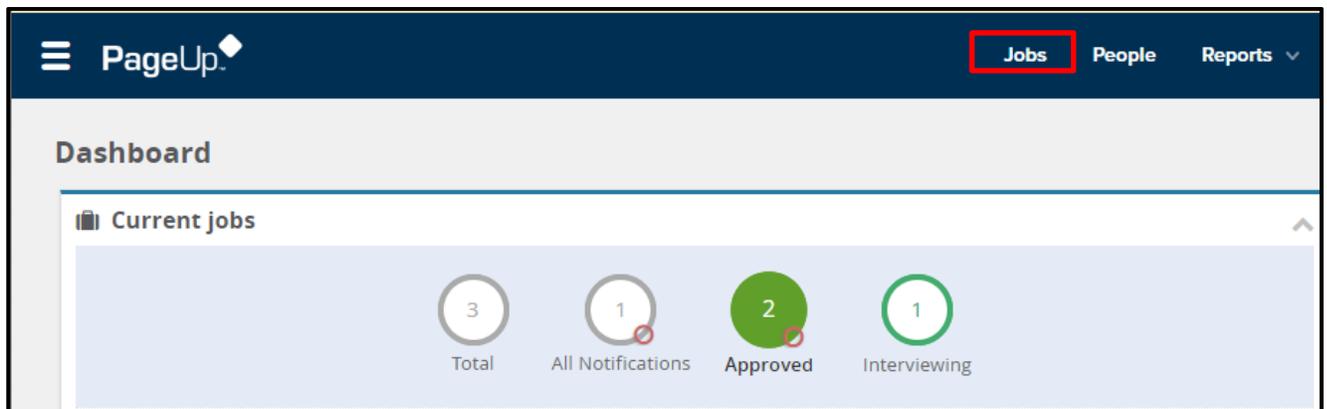
3. Utilize the search features on the next page to find the appropriate job requisition. Once you've located the job, click the **blue person icon** to go directly to the applicant pool.
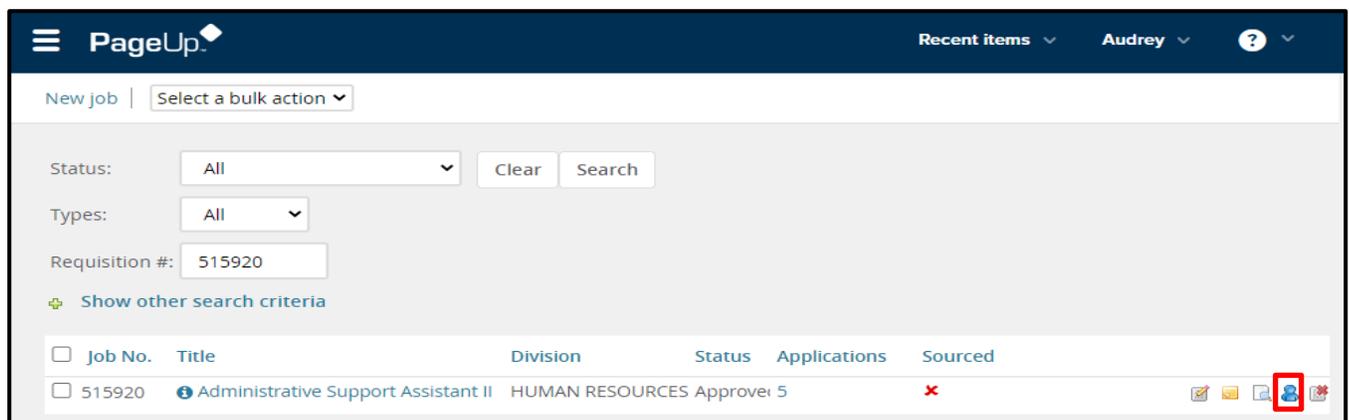
Initiating the Background Check

4. Click on the current **applicant status** of your final candidate.

ⓘ Administrative Support Assistant II (515920)

	Search	Results				
☑ All ▼	Submitted	Status ▼			First name	Last name
☐☐☐	Oct 28, 2021	Clear for Offer - *UFHR use only*	●	Spider	Man
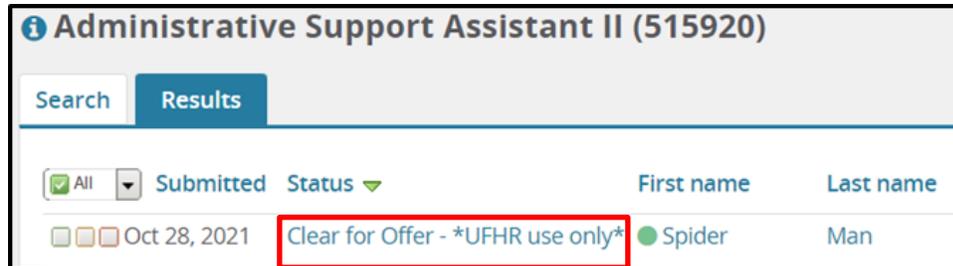
5. In the pop-up window that appears, select the status: **Background – Initiate**. Click the **Next** button.

Change application status 🖨

Background - Complete for Review
Background - Initiate
Background - Pending
Did Not Meet Minimum Requirements
Group - Highly Relevant
Group - Least Relevant
Group - Moderately Relevant
Hiring Manager Review Unsuccessful*
Incomplete
Ineligible
Interview
Interview Unsuccessful*
New
Offer accepted
Offer declined
Offer made
Phone screen
Posting Cancelled
Prepare Offer Letter
Recommended For Hire/Clearance Request*
Reference Collection
Removed
Screened
Spark Hire Video Screening
Submitted
Withdrawn

Save   Next >   Cancel

6. On the following screen, use the **background check drop down** menu to select the appropriate package.
   Note: *Please see the packet matrix at the end of this guide, under resources, for guidance on which package to select.*

7. Candidates will automatically receive a notification from HireRight to start the screening process after the request is initiated. Sending an additional communication from PageUp is <u>optional</u> and may be done by selecting the **YES** option in the **Email Applicants** field.

The PageUp notification prompts the candidate to expect to receive the HireRight notice.

8. If a background check has been requested for this candidate within the last 90 days, the system will prompt you on whether you wish to continue. Click **View Detail** to determine if any additional screenings are needed.

9. If no additional screenings are needed, click Cancel.
10. If a background check is still needed, select the background check package and click the **Move Now** button.
11. After clicking **Move Now**, the applicant's status will update to Background – Initiate and the background check will be initiated. The candidate will receive an email from HireRight. When the background check request is received by HireRight, the applicant status will automatically update to Background – Pending.

Monitoring the Progress of the Screening

12. Navigate to the applicant pool. Click on the name of the candidate to access the applicant card.

13. From the applicant card, click the **History** tab.

14. From the History tab, you will be able to view the status of the screening.

How to Access and View the Report

Once the applicant completes their background check, a report will be generated by HireRight.

15. To access the report, navigate to the History tab of the applicant card, as outlined in steps 12-14. Use the Item drop down menu in the History tab to filter by Background checks. A hyperlink to the applicant's report will be available. Click **View**.

16. After clicking View, a new window will open. When the report component status is **Meets**

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Instruction Guide

Company Standards, the background check is complete and ready for the hiring department's review. 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.

    a. **Note:** If the criminal component of the report is in the status of **Client Review Required,** UFHR will review and update the status, as appropriate.

17. Click the **View the Report** link to review the full report details in HireRight.
    a. **Note:** This link will expire after 90 days.

Details:

PageUp ID:	15
Personal:	HireRight
Background check:	Standard Test Package + Empl UAF
Date requested:	Jun 5, 2023
Requested by:	Ian Foreman
Status:	Completed
Notes:	**No notes were found**

Background check results

Result:

Results status:	Pass
Result type:	Order Status: Completed
Date completed:	Jun 6, 2023
Results report:	View the report

[Done]

Final Steps

18. After the candidate has accepted the offer of employment, update the applicant status to **Offer Accepted**. This will prompt the Talent Acquisition and Onboarding team to mark the job requisition as filled.

How to Re-initiate an Expired Packet

If the candidate does not complete the packet before it expires (10 days from initiation), the packet will expire and will need to be sent again. To do so, move the candidate back into the applicant status of "Background - Initiate". This will initiate another packet in HireRight.

What to do if the incorrect packet was selected

If you selected the wrong background check packet and it has not been completed by the candidate, contact UFHR at talent@hr.ufl.edu and provide the candidate's name and the name of the packet that needs to be canceled.

Reference Information:

PageUp Related 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.

Log in to HireRight to review the report. Be sure to verify that the appropriate amount of education and experience was verified for the hire (if applicable). UFHR will review reports with any criminal results.

Background Check Result statuses in PageUp:

- **Pass** - This result indicates that the candidate has passed the background check.
- **Fail** - This result indicates that the candidate did not pass the background check.
- **Review** - This result indicates that the candidate's background check has been completed and the result should be reviewed for further consideration.
- **Reopen** - This result indicates that the candidate's background check has been completed and the background check result is being disputed.
- **On hold** - This result indicates that the background check has been delayed or postponed as a requirement is currently missing (i.e. candidate needs to resubmit documents or provide more information).

HireRight Packages

For all Candidates Currently Living in the U.S. and U.S. Citizens Living Outside of the U.S.	
Package Name	**Package Description**

(Currently Living in US) BASIC	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.
(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 all International Candidates (Non-U.S. Citizens) Currently Living Outside 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.
(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.

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.