New Background Check Process
Welcome Test, this is your Dashboard where you will see all your tasks organized in various stages.

- **Position Description**
  - My position description - Under review
  - Manage position descriptions and...

- **New Requisition**
  - 4 Jobs open
  - 1233 Team jobs open
  - New Requisition

- **Approvals**
  - 2 Jobs awaiting your approval
  - 2 Approved

- **Advertisements**
  - 0 Advertisements

- **Search committee review**
  - 18 Jobs requiring panel review

- **Offers**
  - 0 Offers awaiting your approval

**Click the Jobs link**
Search by Current Recruitment

Click on the title of the job you wish to view
(501798) Background Check Testing Requisition

Approved PD Number OR Previous Req. No.: 1234

REQUISITION INFORMATION

Requisition Number: 501798
Leave blank to automatically create a requisition number

Position number:

Temporary Professional
UNAMH05T54P
Temporary Professional
Campus: Univ of Mass Amherst
Department ID:
Department:
Position Reports To:
Job Code: 05T54P
Pay Grade: No Pay Grade
Union Code: A00Non-Benefited
IPEDS Code: No IPEDS-5 Reporting
EEO-1 Category: No EEO-1 Reporting
EEO-6 Category: Professional Nonfaculty
SOC: 11-9030-Education Administrators
New Background Check Process
(After Offer Card Has Been Approved)

Steps in PageUp:

1. Move your candidate from the “Recommended for Hire” status to the “Offer Made” status
2. Move candidate from “Offer Made” to “Offer Accepted” status
3. Talent Management will run a report for candidates placed into “Offer Accepted” that require a background check.
4. Talent Management places your candidate into a non-visible status “Background Check Request” which will remove your candidate from your applicant pool until they submit their background check application.
5. Candidate will automatically reappear into your applicant pool under the status of Background Check in Progress once they submit their Background Check to CSI.
6. CSI system automatically moves candidate’s status to Background Check Complete. Candidate is not accessible by departments in this status.
7. Talent Management will place candidate into status of Background Check Cleared which will trigger an automatic email to the Admin/Support & Hiring Managers on the requisition. Candidates are accessible by departments in this status.
8. Departments place candidate into Hired status
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<th>Page</th>
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</table>
Select Offer Made then click Next
You are about to move Billy Madison to a different status:

From status: Recommended For Hire
To status: Offer Made

Communication template: -- No template --

E-mail: Applicant: Yes  No
Additional users from jobs: Yes  No

Note
The following will be added to the applicant notes for administrators to view:

Update job status from Testing to Offer: Yes  No

Leave screen as is and click Move now
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Select Offer Accepted then click Next
Make sure your applicant was in the Offer Made status first.

Leave screen as is and click Move now.
After Placing Candidate in Offer Accepted Status

- Talent Management will run a report to determine which candidates need to have a Background Check initiated from PageUp. It is critical that you select “yes” on the offer card if a candidate requires a background check.

- Talent Management will then place those candidates into a non-visible status of Background Check Request.
- Applicants in this status will not be accessible by the departments in PageUp and will disappear from your applicant pool until the applicant submits their background check application in the CSI system, at which time their status will automatically be updated to Background Check in Progress.
- The departments will have full visibility of the applicant in PageUp again once their status automatically changes to Background Check in Progress.
Applicant is placed into Background Check Request status by TM and not accessible by departments.

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After Status Changed to Background Check in Progress

- CSI will begin the background check process in their system.
- CSI system will move your candidate to a non-visible status of “Background Check Complete” in PageUp once they have completed their investigation.
- Talent Management will then confirm that no flags were present in their background check.
- If no flags are present, Talent Management will then place your candidate into the visible Background Check Cleared status.
- Admin/Support & Hiring Manager on the requisition will receive an automated email from PageUp notifying them that their candidate has cleared their background check.
- Background Check Cleared status will make the applicant accessible again to the department.
- Proceed with moving your candidate to the Hired Status
Applicant submitted their background check in CSI system. Department can see candidate in applicant pool now.
Applicant is placed into Background Check Complete status by CSI and not accessible by departments.
TM has confirmed no flags and placed applicant into Background Check Cleared status. Departments now have access to candidate in applicant pool.
Example of Background Check Cleared Email

(This email comes from PageUp on behalf of Talent Management)

Dear Robert & Robert,

The following candidate Billy Madison has completed and cleared their background check. Please move this candidate to the recruitment status of "Hired" and disposition any remaining candidates.

Please reach out to Talent Management with any questions.

-Office of Human Resources

Email is sent to the Admin/Support & Hiring Manager on the requisition.
### Background Check Testing Requisition (501798)

Click applicant’s status

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</table>
Select Hired then click Next
Make sure your applicant status was Background Check Cleared

Leave screen as is and click Move now
Final Steps

It is very important to first disposition all remaining applicants i.e. place them into one of the following final statuses listed below, when closing a requisition and ending your search. To learn how to disposition please see our training video online at http://videos.umass.edu/hr

RECRUITMENT PROCESS = AMHERST

FINAL STATUSES FOR ALL STAFF & NON-TENURE TRACK
1. Screened – No Longer Under Consideration
2. Phone Screened – No Longer Under Consideration
3. Interview – Not Selected for Hire
4. Second/Final Interview – Not Selected for Hire
5. Offer Declined
6. Ineligible
7. Withdrawn
8. Hired

RECRUITMENT PROCESS = AMHERST TT

FINAL STATUSES FOR TENURE TRACK FACULTY
1. Screened – No Longer Under Consideration
2. Preliminary Interview – No Longer Under Consideration
3. Declined Campus Interview
4. Campus Interview – No Longer Under Consideration
5. Finalist – Not Selected For Hire
6. Offer Declined
7. Ineligible
8. Withdrawn
9. Hired