

How to Interpret Candidate Results in Truescreen

Once the background check is complete, the Divisional HR Manager will receive an email for any background check they've initiated. This email will contain a link that will take you directly to the candidate's results. This document details how results are displayed in Truescreen and when communication should be sent to the hiring department.

Pass- The candidate's background check has passed all screenings and no further review is needed by the Office of Human Resources. The results may be communicated to the hiring department and the hiring process may proceed.

Adjudicated Pass/Review: ●

Key:

● = Pass

☒ = Review

■ = Fail

Service	Pass/Review Status
Subject Data	●
Sex Offenders	●
Sex Offenders	●
Sex Offenders	●
County Criminal	●
County Criminal	●
County Criminal	●
Federal Criminal	●
Federal Criminal	●
Federal Criminal	●
State Criminal	●
State Criminal	●
State Criminal	●

This is an example of what a completed background check will look like when no "Service" category has been flagged for review.

Review- A “Service” category in the candidate’s results needs reviewed. The Office of Human Resources will review all background checks and determine if the background check needs to be adjudicated to a “Pass” or “Fail” status. . Please allow one business day for the Office of Human Resources to review background checks where a “Service” category has been flagged for “Review”. No communication with the hiring department should be sent until the candidate has received a “Pass” or “Fail” status

Adjudicated Pass/Review: ☒

Key:
● = Pass ☒ = Review ■ = Fail

Service	Pass/Review Status
Subject Data	●
Financial	☒
Bankruptcy	●
Tax/Attachment Liens	●
Sex Offenders	●
County Criminal	●
County Criminal	●
Federal Criminal	●
State Criminal	●

This is an example of what a completed background check will look like when a “Service” category has been flagged for “Review”.

- If the background check is adjudicated to a “Pass” status the result will look like the below and communication may be sent to the hiring department to proceed with the hiring process:

Adjudicated Pass/Review: ●

Key:
● = Pass ☒ = Review ■ = Fail

- ❖ Please note: If a background check has been adjudicated to “Pass” the Pass/Review Status column will still have the “Review” status indicator. Please only refer to the overall “Adjudicated Pass/Review” status as that will display the overall “Pass” or “Fail” result.

- If the background check is adjudicated to a “Fail” status the result will look like the below and communication should be sent to the hiring department to let them know they will not be able to proceed with an offer of employment for the candidate:

Adjudicated Pass/Review: ■

Key:

● = Pass

☒ = Review

■ = Fail

-
- ❖ All background checks receiving a “Fail” status will have the pre-adverse process initiated by Truescreen (see “Background Check Procedure” document for more detail.) No communication should be given to the candidate or the hiring department about the results of the background check or why the background check failed.