

Procedure: Background Check

Background Check Procedure

In accordance with Clemson University's [Background Check Policy](#), this document sets forth the procedure for conducting background checks for Clemson University through the approved vendor.

Procedure

1. The hiring department requests a background check by completing the online [Background Check Request Form](#).

Note: If the candidate is under the age of 18, the hiring department should not use the online request form since parent/guardian consent is required. The HR service representative or the hiring manager should contact the candidate to complete the paper [Background Check Disclosure and Authorization form](#). Send completed forms to the Office of Human Resources (OHR) Recruitment unit for processing.

2. Background check requests are automatically uploaded to the university-approved background check vendor. The background check vendor contacts the candidate via email to collect the information required to complete a background check. Each background check is assigned an HR service representative.
3. Once the background check is complete, the assigned HR service representative receives email notification that results are available for review.
 - a. The Recruitment unit reviews all background check results to determine if the candidate is eligible to receive an offer of employment.
 - b. If a background check receives an initial "Review" status, Recruitment reviews all information obtained through the background check and assigns either a "Pass" or "Fail" status to the candidate's background check.

Note: Under no circumstances should the hiring manager contact the candidate to discuss the results of a background check. Representatives from Recruitment and Truescreen (the university-approved background check vendor) will handle all results-related communications with the candidate.

4. If, once reviewed by Recruitment, a background check has an initial "Fail" status, Truescreen initiates what is known as the "pre-adverse process" as a means of communicating with the candidate regarding information obtained during the background check.
 - a. As part of the pre-adverse process, Truescreen notifies the candidate of the results of their background check and provides them with instructions for contesting the results.
 - b. The candidate has five business days to contest the results of the background check and/or provide additional relevant information. If no additional information is received from the candidate, Truescreen sends a final adverse letter to the candidate.

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- c. If the candidate contests the results and/or provides additional information that alters the results of the background check, Truescreen updates the results accordingly. The Recruitment unit reviews the updated results to determine if the candidate is eligible to receive an offer of employment. If the case is adjudicated to “Fail,” Truescreen sends a final adverse letter to the candidate.
5. If the background check has a “Pass” status or is adjudicated to “Pass,” the HR service representative communicates with the hiring department as soon as possible to determine a start date. No hire should be entered in CUBS until the background check has a “Pass” status and all hire approvals have been obtained.

Resources

[Background Check Policy](#)

[Hiring Policy](#)

[OHR Glossary of Terms](#)