How to Initiate a Criminal Background Check (CBC) for Faculty Applicants

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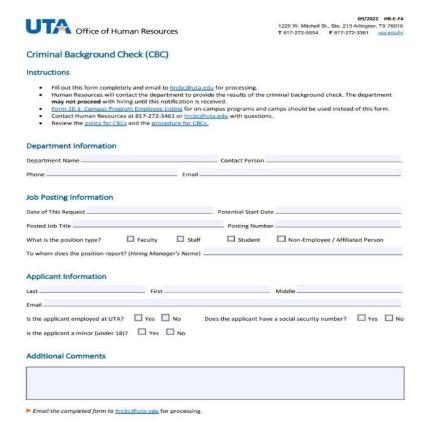
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Overview

This document sets forth the process to submit a CBC for an applicant who has been identified as a finalist for a faculty position. The CBC Request Form must be completed and the check cleared prior to submitting a Hiring Proposal for a faculty finalist.

Process:

Go to https://resources.uta.edu/hr/services/resources-and-tools/employment/hiring-toolkit.php.
Select 'Criminal Background Check', then select 'HR-E-F4' and download. The CBC policy is available for reference at this location.



- 2. Follow the instructions below to complete the CBC Request Form:
 - Fill out form 'HR-E-F4' completely and email to hrcbc@uta.edu for processing.
 - Notify the finalist that they will be receiving an electronic email to fill out a personal online CBC authorization form. This form must be completed by the applicant to complete the submission process.
- 3. Once the background check has been completed, the requestor will receive the results via email from cbc@exchange.uta.edu. The background check process can take anywhere from 24 hours to 7 business days to complete. Typically, results are received within 48 hours.
- 4. The department/unit uploads the clearance notification to the Hiring Proposal in People Admin prior to being submitted for approval. The department may not submit the hiring proposal until this notification is received.

Frequently Asked Questions

- Q. What happens if a CBC is declined?
- A. Contact your Sr. HR Business Partner as soon as possible to discuss the next steps.

Need Help?

• For general questions or assistance regarding the CBC, please contact https://nrcbc@uta.edu.