

How the Faculty Background Check Works for non-Brass Ring Candidates

Beginning January 16, it will become mandatory for all candidates offered positions at Duke to undergo a criminal background check. The instructions outlined below are for positions **not** hired through Brass Ring or dFac.

Background checking in iforms

A new iform has been created to automatically invite candidates to enter their information for a background check.

1. From the position tab go to the corresponding position and create an iform.

The screenshot shows the iForms application interface. At the top, there is a navigation bar with tabs for iForms, BPS/PBF, MyInfo, Universal Worklist, Candidate Selection, Buy@Duke, Finance, MyResearch, PBF W/Flow, and Faculty. Below this is a secondary navigation bar with links for Home, Staff, Positions, Employee Search, iForms Overview, Role Admin, and Reporting. The main content area shows the 'Position Management' page. It includes a search bar with the text 'Search for a Position' and a dropdown arrow. Below the search bar, the 'Position' field contains the value '50043469'. There is a 'Go' button to the left of the search results table. The table has columns for Position Name, Job ID, ID, Valid from, Valid to, Position Holder, iForm, and List of Forms. The first row shows 'ASSOCIATE IN RESEARCH' with Job ID 1420, ID 50043469, Valid from 12/12/2002, Valid to 12/31/9999, and a Position Holder field. There are 'Personalize' and 'Filter On' buttons above the table.

2. Select the background check iform.

The screenshot shows the iForms application interface displaying a list of available iforms. At the top, there are input fields for 'Personnel Area' (UNIVERSITY) and 'Pers Area Code' (1000). Below these are input fields for 'Payroll Area' (MONTHLY) and 'PY Area Code' (UM). The text below the input fields reads: 'There are 10 iForms available. Click on a link to start an iForm.' Below this text is a list of 10 iforms, each with a blue underlined link:

- [Background Check](#)
- [Create Position](#)
- [Cancel Requisition](#)
- [Delimit Position](#)
- [Hire](#)
- [Reorg Position](#)
- [Reclass Position](#)
- [Open Requisition](#)
- [Transfer](#)
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3. Fill in the Last Name, First Name, and E-mail address field.
4. If they are a foreign national without a current SSN# change the default to Y(es) otherwise leave N(o).
5. Press submit.

Background Check

Header Data

Position: POSTDOCTORAL ASSOCIATE 50811822	Personnel Area: UNIVERSITY 1000
Job Code: POSTDOCTORAL ASSOCIATE 00003820	Personnel Subarea: POSTDOC 0028
Organizational Unit: Biomedical Engineering 50000398	Employee Group: EXEMPT>=20 HRS/WK 1
Payroll Area: MONTHLY UM	Employee Subgroup: ALL OTHER DU

Background Check Detail

Last Name: Keuchly
First Name: Luke
Email Address: chris.thomas@duke.edu

Is the candidate a foreign national without an SSN? (Y/N): N

Comments

Status Overview

6. This will route to the HR Background Check Center and an invitation is sent to the address in the E-mail field.
7. The invitation contains a link to complete a background check with Duke's Background check vendor. (Encourage to complete as soon as possible.)
8. Background check times vary (most results are back within a couple of days, but some take longer depending on place of residence).
9. When the results are returned the HR Background Check Center will send to the position approver for approval. The hire form can then be initiated.
10. An approved Background check form will look like this in iForms Overview:
Open / For Approval – form submitted and waiting on approval (either BGCC or department)
Closed / Approved – form has been approved by BGCC and department

Background Check	400782276	Open / For Approval	3/19/2014
Background Check	400782275	Closed / Approved	3/19/2014