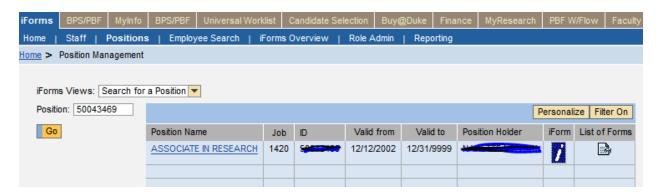
How the Faculty Background Check Works for non-Brass Ring Candidates

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.

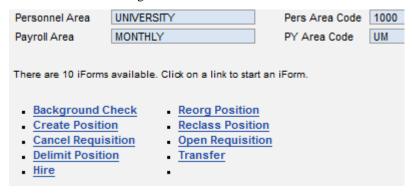
Background checking in iforms

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.



2. Select the background check iform.



- 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.



- 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	Oclosed / Approved	3/19/2014