HR BACKGROUND CHECKS

1. Select the blue Background Checks hyperlink.

2. The following information must be completed to create each line of the request:
   - All fields with an (*) are required fields.
   - Contact Recruitment Services for background checks inquiries at backgroundchecks@csun.edu or go to HR Background Policy for detailed information.
*Appointment Type* - Select the **magnifying glass** icon to choose the appropriate option.

Select one of the following values:

- FA Faculty
- IS Instructional Student Asst
- SA Student Assistant
- SC Special Consultant (4660)
- SM Staff/Management
- TG Teaching or Graduate Assistant
- VO Volunteer

*Background Package* – Select the **magnifying glass** icon to choose the appropriate background package.

**Background Check Packages include:**
- Package 1: Criminal, Employment, Education and Reference Checks
- Package 2: Livescan, Sex Offender, Employment, Education and Reference Checks
- Package 3: *Criminal, Employment and Education (No Reference Check)*
- Package 4: *Livescan, Sex Offender, Employment and Education (No Reference Check)*
- Package 5: Student Assistant Package (Criminal Only)

Refer to the [HR Background Policy](#) for detailed information.

**Price** – The price per package will display once it is selected.

**DeptID** – Enter the **Department ID** where the candidate will be assigned.

**Job ID** field opens when the SM-Staff/Management and SC-Special Consultant appointment type is selected.
- Enter the **Job ID** assigned to the position from the **Recruitment** module.

**First Name** – First name of the candidate.

**Last Name** – Last name of the candidate.

**Email ID** – Candidate’s current email address.

**Telephone** – Enter your extension.

**Candidate’s Current Residence/Employment** – Select the **magnifying glass** icon to choose the option based on where the candidate currently lives and/or works.

Select one of the following values:

- B Other
- C California
3. When completed, make a note of the total amount of the request. Select the OK icon.

   - The total amount of the request will not default automatically in the Amount field.

4. Return to the Chbk Header tab to enter the total amount of the request.
5. Return to the Chbk Details page and select the Attachment link to attach any reference checks performed, including questions and answers.

6. Attachments should not be added until after the CHBK Funding page is complete.
   
   Click here for detailed instructions to add attachments.

7. When completed, return to the CHBK Funding section of the instructions to complete the chargeback request.