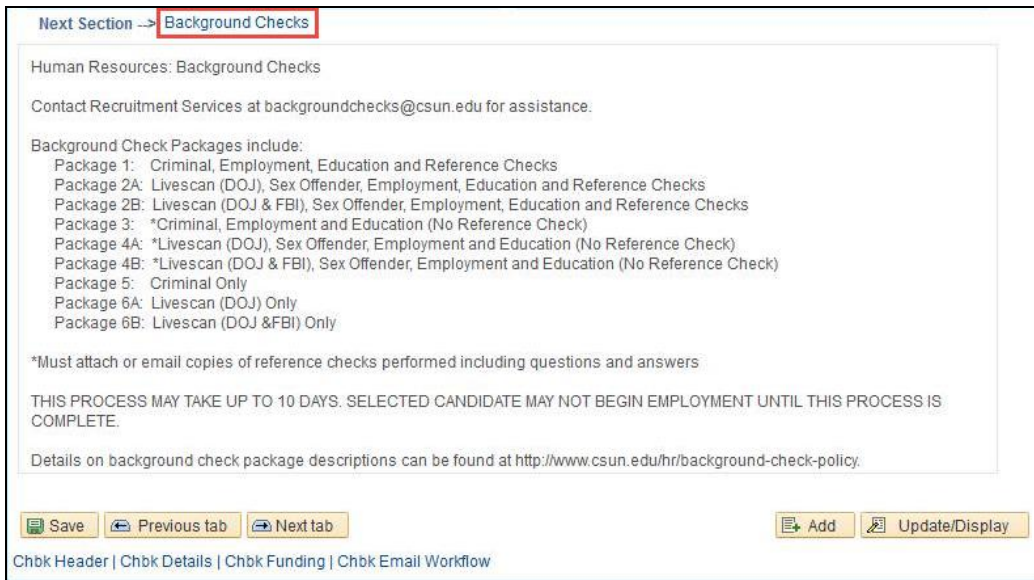


University Hall 360  
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Mail Code: 8337

## HR BACKGROUND CHECKS

1. Select the blue **Background Checks** hyperlink.



Next Section --> **Background Checks**

Human Resources: Background Checks

Contact Recruitment Services at [backgroundchecks@csun.edu](mailto:backgroundchecks@csun.edu) for assistance.

Background Check Packages include:

- Package 1: Criminal, Employment, Education and Reference Checks
- Package 2A: Livescan (DOJ), Sex Offender, Employment, Education and Reference Checks
- Package 2B: Livescan (DOJ & FBI), Sex Offender, Employment, Education and Reference Checks
- Package 3: \*Criminal, Employment and Education (No Reference Check)
- Package 4A: \*Livescan (DOJ), Sex Offender, Employment and Education (No Reference Check)
- Package 4B: \*Livescan (DOJ & FBI), Sex Offender, Employment and Education (No Reference Check)
- Package 5: Criminal Only
- Package 6A: Livescan (DOJ) Only
- Package 6B: Livescan (DOJ & FBI) Only

\*Must attach or email copies of reference checks performed including questions and answers

THIS PROCESS MAY TAKE UP TO 10 DAYS. SELECTED CANDIDATE MAY NOT BEGIN EMPLOYMENT UNTIL THIS PROCESS IS COMPLETE.

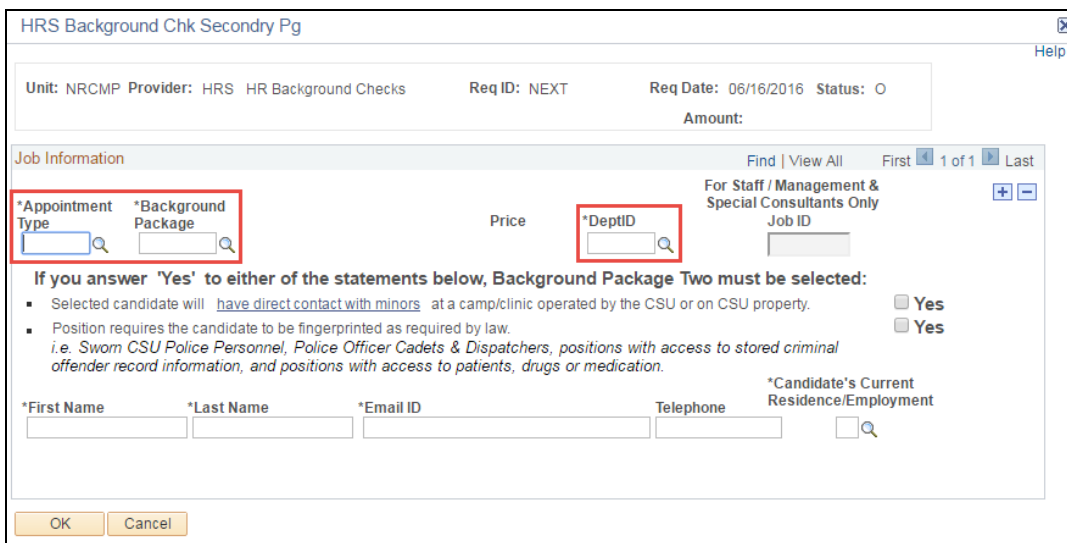
Details on background check package descriptions can be found at <http://www.csun.edu/hr/background-check-policy>.

Buttons: Save, Previous tab, Next tab, Add, Update/Display

Chbk Header | Chbk Details | Chbk Funding | Chbk Email Workflow

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](mailto:backgroundchecks@csun.edu) or go to [HR Background Policy](#) for detailed information.



HRS Background Chk Secondary Pg

Unit: NRCMP Provider: HRS HR Background Checks Req ID: NEXT Req Date: 06/16/2016 Status: O Amount:

Job Information Find | View All First 1 of 1 Last

\*Appointment Type \*Background Package Price \*DeptID For Staff / Management & Special Consultants Only Job ID

If you answer 'Yes' to either of the statements below, Background Package Two must be selected:

- Selected candidate will [have direct contact with minors](#) at a camp/clinic operated by the CSU or on CSU property.  Yes
- Position requires the candidate to be fingerprinted as required by law.  Yes  
*i.e. Sworn CSU Police Personnel, Police Officer Cadets & Dispatchers, positions with access to stored criminal offender record information, and positions with access to patients, drugs or medication.*

\*First Name \*Last Name \*Email ID Telephone \*Candidate's Current Residence/Employment

Buttons: OK, Cancel

- **\*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

- Select the **(+)** icon to add a line for additional background checks or select the **(-)** icon to delete a line.
- Select **View All** to display all line items of the request. Select **View 1** to return to the original view.

HRS Background Chk Secondary Pg Help

Unit: NRCMP Provider: HRS HR Background Checks Req ID: NEXT Req Date: 06/16/2016 Status: O  
**Amount: 50.000**

Job Information Find **View All** First 1 of 1 Last

*Appointment Type	*Background Package	Price	*DeptID	For Staff / Management & Special Consultants Only Job ID
SM	PKG2 Package Two	50.00	10035	1234

**If you answer 'Yes' to either of the statements below, Background Package Two must be selected:**

- Selected candidate will have direct contact with minors at a camp/clinic operated by the CSU or on CSU property.  Yes
- Position requires the candidate to be fingerprinted as required by law.  Yes  
*i.e. Sworn CSU Police Personnel, Police Officer Cadets & Dispatchers, positions with access to stored criminal offender record information, and positions with access to patients, drugs or medication.*

\*Candidate's Current Residence/Employment

*First Name	*Last Name	*Email ID	Telephone	*Candidate's Current Residence/Employment
John	Doe	john.doe@csun.edu	1234	C

**OK** Cancel

- 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.
- Return to the **Chbk Header** tab to enter the total amount of the request.

**Chbk Header** Chbk Details Chbk Funding Chbk Email Workflow

Unit: NRCMP Provider: HRS HR Background Checks Req ID: NEXT Req Date: 06/16/2016

Requestor:  Estimate EstTime: 48 Hours  
 \*Approver:  Estimated Amt:  Hold:  \*Status: Open

Work Status: New

**\*Amount: 50.00** Actual Amount:

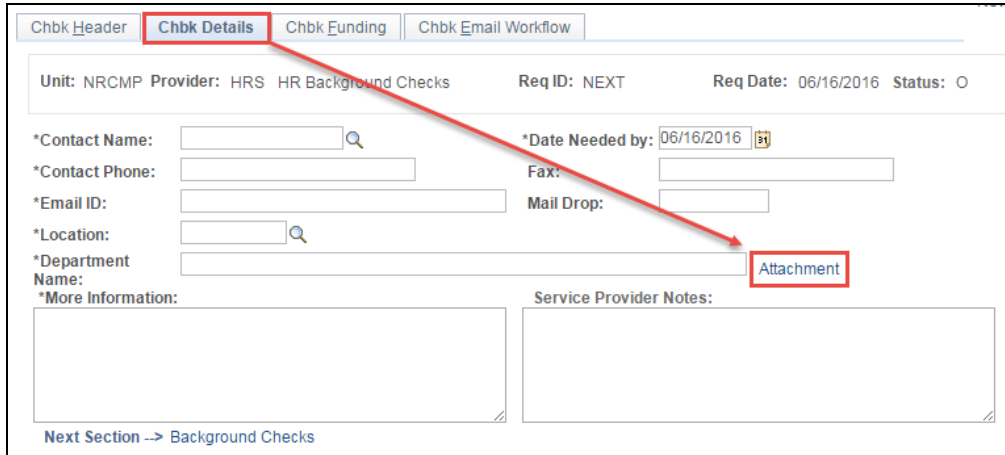
Print Requisition

Save Previous tab Next tab Add Update/Display

Chbk Header | Chbk Details | Chbk Funding | Chbk Email Workflow

- Return to the **Chbk Details** page and select the **Attachment** link to attach any reference checks performed, including questions and answers.
- Attachments should not be added until after the CHBK Funding page is complete.**

Click here for detailed instructions to [add attachments](#).



The screenshot shows a web interface with a navigation bar at the top containing four tabs: "Chbk Header", "Chbk Details", "Chbk Funding", and "Chbk Email Workflow". The "Chbk Details" tab is selected and highlighted with a red box. Below the navigation bar, the page displays the following information: "Unit: NRCMP Provider: HRS HR Background Checks", "Req ID: NEXT", "Req Date: 06/16/2016", and "Status: O". There are several input fields for contact information: "\*Contact Name:", "\*Contact Phone:", "\*Email ID:", and "\*Location:", each with a search icon. To the right, there are fields for "\*Date Needed by:" (with a calendar icon and the date "06/16/2016"), "Fax:", and "Mail Drop:". Below these fields is a "Department Name:" field. A red arrow points from the "Chbk Details" tab to a red-bordered box labeled "Attachment" located to the right of the "Department Name:" field. At the bottom left, there is a "More Information:" section with a large text area, and at the bottom right, there is a "Service Provider Notes:" section with a large text area. A link at the bottom left reads "Next Section -> Background Checks".

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