

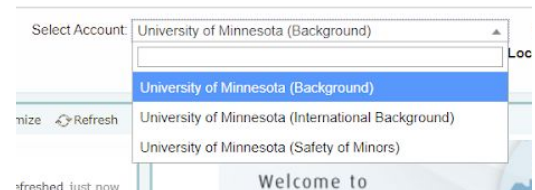
# University of Minnesota Background Checks – Transition to HireRight

## Requesting System Access (for new employee)

Email [jobcentr@umn.edu](mailto:jobcentr@umn.edu) to complete the HireRight – New User Access Request form. The employee will receive an email directly from HireRight with login credentials once the request is processed.

## UMN Accounts in HireRight

There are three accounts set up in HireRight for the University of Minnesota that have different permissions and purposes, selectable in the top right corner once logged in. Depending on the unit, access to all three accounts may not be needed.



- **University of Minnesota (Background) or UMN001:** Standard pre-employment checks
  - This account is not authorized for international background checks. If you know the individual will have an international address, order through the International Background account.
- **University of Minnesota (Safety of Minors) or UMN002:** Safety of Minors checks, required every 3 years
- **University of Minnesota (International Background) or UMN003:** Standard pre-employment checks for international candidates
  - If the candidate enters an international address and the request was made on the Background (UMN001) account, you can order the additional services that you need within this International account by selecting 'A la Carte Adjudication' and scrolling down to check the boxes of the services you do need (e.g. Global Education, Global Criminal).

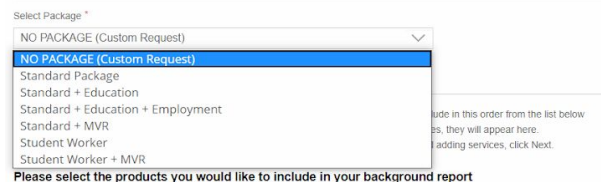
## Available Background Check Request Packages

The University of Minnesota is set up with the following background check request packages.

- A la Carte Adjudication
- Standard
- Standard + Education
- Standard + Education + Employment
- Standard + MVR
  - Formerly Standard + MVR (Duluth)
  - Available to all units
- Student Worker
  - Formerly Basic I (Duluth)
  - Available to all units
  - Does not include the Federal Criminal level check
- Student Worker + MVR
  - Formerly Basic I + MVR (Duluth)
  - Available to all units

### Select Package & Add-on Services

#### Packages



Order additional services by selecting each product and specifying a number where requested

- Civil Records
  - Civil Upper & Lower
  - County Court Civil Records Search <sup>Ⓜ</sup>
  - Federal Civil
  - Federal Court Civil Records Search <sup>Ⓜ</sup>

If what is needed is not available, select the 'A la Carte Adjudication' option and scroll down to choose the individual services needed. Consult the Price List on the left-hand side menu for more detail on pricing of individual services and contact HireRight with any specific questions on additional services.

**NOTE:** This is the best option for ordering the Global Criminal or Global Education service within the International Background (UMN003) account if it is discovered that an international check is needed for a candidate originally ordered on the Background (UMN001) account, where international orders will not go through.

## Submitting a Background Check Request

Review the [Background Check and Verifications policy](#) and the [Safety of Minors policy](#) for more information on when a background check is required or advised. Review the [training video](#) for a walkthrough of the system and submitting a background check request, or once logged in to HireRight, go to Help & Training on the left-hand menu and select Training & Documentation for more detailed guides.

Units will still need to send the [Summary of Rights](#) to the candidate.

## Adjusting User Profile Settings

Adjustments may be made to the contact information for this account, including the email that receives any notifications for the account (e.g. emails indicating pass, fail, no response, review needed, etc.). Some units adjust this to have all notifications sent to one central email inbox managed by the unit. Individual user accounts will still be needed, but the notifications can be set up to send to the same address.

On the left-hand menu, select Account Setup and click on My User Profile.

On the lower half of the screen, change the email address associated with the account and click Save.

Please review and update your contact information

E-Mail:	<input type="text" value="salm0078@umn.edu"/>
Phone:	<input type="text"/>
Mobile Phone:	<input type="text"/>
Street:	<input type="text" value="319 15th Ave. SE 100 Dow"/>
City:	<input type="text" value="MINNEAPOLIS"/>
State:	<input type="text" value="Minnesota"/>
ZIP/Postal code:	<input type="text" value="55455"/>
Country:	<input type="text" value="USA"/>

## Offer Letter Language

Changes to the template offer letters, both on the OHR website and within HRMS, are under development. Until that is complete, the following paragraph can replace the current GIS language if the background check is ordered through HireRight:

This offer is contingent upon the successful completion of a background check. You will receive an email from the University's background check vendor, HireRight, which will include the link to enter your personal information and authorization for the check. Please enter your information as soon as possible upon receipt of the link from HireRight Customer Support.

- Meets Company Standards: