

University of California, Office of the President

Background Check FAQ's

Q: Why does UCOP conduct background checks?

A: The background screening process promotes a more safe and secure work environment, and also helps to ensure that we are hiring the best and most qualified employees.

Q: Who is required to have a background check?

A: New hire candidates being considered for a critical position and current employees who are being transferred, promoted or reclassified into a critical position are required to complete a background check.

Q: What types of screenings are included in the background check?

A: The 'standard screening' includes searches for county (all counties within 7 years), national criminal felony and misdemeanor records, national sex offender records, social security number trace, employment history (past 2 employers) and verification of the last educational degree or certification earned.

As designated by the [UCOP Background Checks -- Critical Functions Guide](#), Human Resources will determine if other searches may be required into credit, motor vehicle records, and professional licenses.

Q: Who conducts the background check?

A: UCOP has contracted with a third-party vendor, HireRight, to conduct all background check processing and archiving.

Q: When do we initiate a background check for a new hire?

A: The screening process is begun when a final candidate(s) has been identified, but prior to any offer being made.

Q: Who pays for it and how much does it cost?

A: The hiring department pays for the background check. Please note, that the cost of each background check varies based on the information provided by the candidate. A standard background check costs approximately \$70-75.

Q: What is the correct process for initiating a background check?

A: The hiring manager notifies their Human Resources Business Partner of their final candidate (or candidates). The candidate is contacted directly by HireRight, and the candidate completes all forms electronically through the HireRight website. Within 3-4 days of HireRight receiving the authorization and disclosure forms, the background check is completed and available for Human Resources to view and make a final hiring determination. Depending upon the final background results, HR works with the hiring manager to either prepare the offer or consider other candidates.

Q: Who has access to the background check results?

A: Only Human Resources has access to the completed background check results. UCOP complies with State and Federal regulations to ensure a candidate's right to privacy which prohibits the use or disclosure of personal information.

Q: What happens when the background check is not acceptable?

A: When the background check exposes any adverse information, HireRight will communicate directly with the candidate who will have the opportunity to challenge or correct the information. Human Resources will review each situation on a case-by-case basis.

Q: Who is notified of the completed background check? Does the candidate receive a copy?

A: HireRight will notify Human Resources and the hiring manager upon confirmation of the completed background check and will email the candidate a copy of their background report within 24 hours.

