Background Check Program – Phase 1
JAR Enhancements

HR Connections – June 14th 2018
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JAR Enhancements

• Our goals:
  – Increase transparency by giving campus HR more visibility into every step of our process.
  – Streamline JAR processes and provide better tools for reporting

• Why transparency?
  – Currently campus has limited visibility on how long the background check process takes. Overall, we want to build stronger partnerships.

• The Monitor Background Check page will now include: Date and time stamps for when the following occur:
  o When the Applicant completed the link
  o When the Background Check was sent to vendor
  o When the Background Check was Completed by Vendor
JAR Enhancements (Cont.)

- Currently, applicants have 14 days to complete the link to provide authorization and the necessary information to run a background check.

- JAR has been updated to send out 3 reminder emails to the applicant and initiator (copied).

- Reminder emails will be sent when the electronic background form is due to Time Out (expire) within 7, 10, 13 (last day) intervals.
Transparency and Accountability

- Current Monitor Background Check view:

  Hire Employee (HIR/REH/ADL)

  Activity Guide

  - Task Progress
  - Legend

  - Initiate Job Request
  - Approve - Unit/College Level
  - Monitor Background Check
  - Confirm Job Request
  - Review Job Data
  - Approve - Central Office
  - Populate Education Data

  Hire EHRA Non-Faculty for AG00094555

  Transaction ID: AG00094555
  Empl ID: [redacted]
  Employee Name: [redacted]
  Empl Class: EHRA Non-Faculty

  Transaction Status: Complete

  The current background check status is:
  - Pending BGC Review
  - Sent to applicant
  - Pending Results
  - Complete
Transparency and Accountability (Cont.)

- Monitor Background Check view enhanced:
Question and Answer