

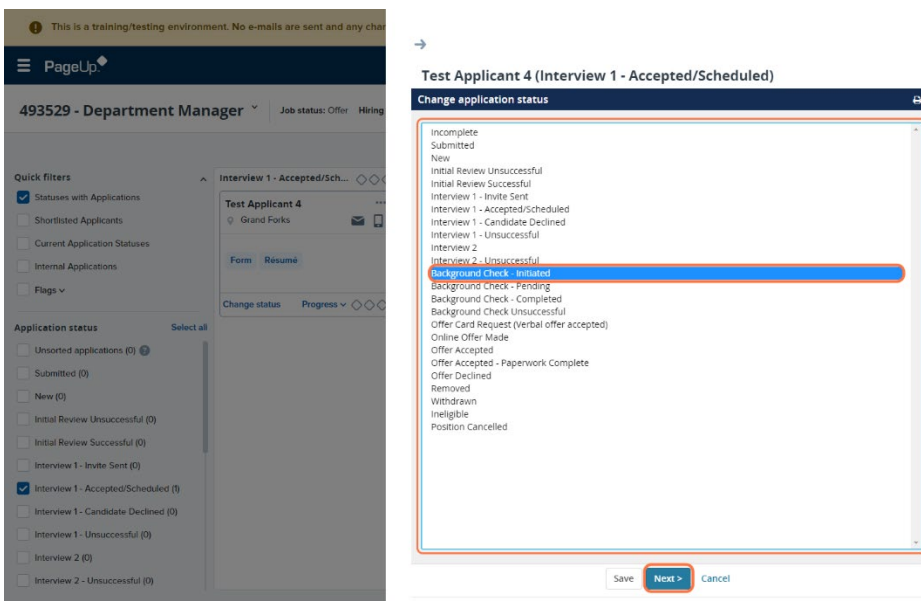
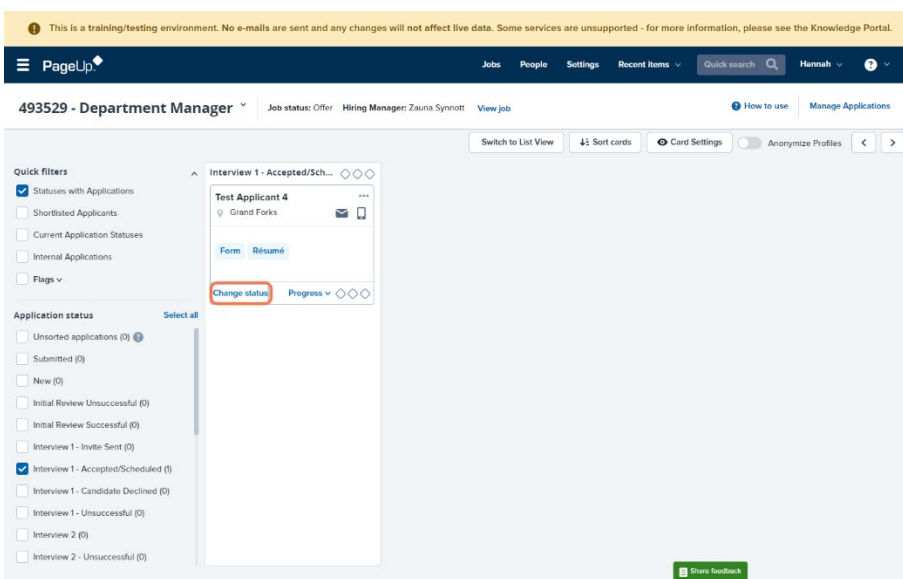
## Requesting a background check

Requesting a background check is the responsibility of the department as a hiring manager task. All background checks are paid for by Human Resources.

Please refer to the [background check information guide](#) for more information on which positions require background checks.

If you are requesting a background check for a transfer, please confirm with Recruiting Assistant, Shannon Nord if one is needed or if the employee has an existing one on file.

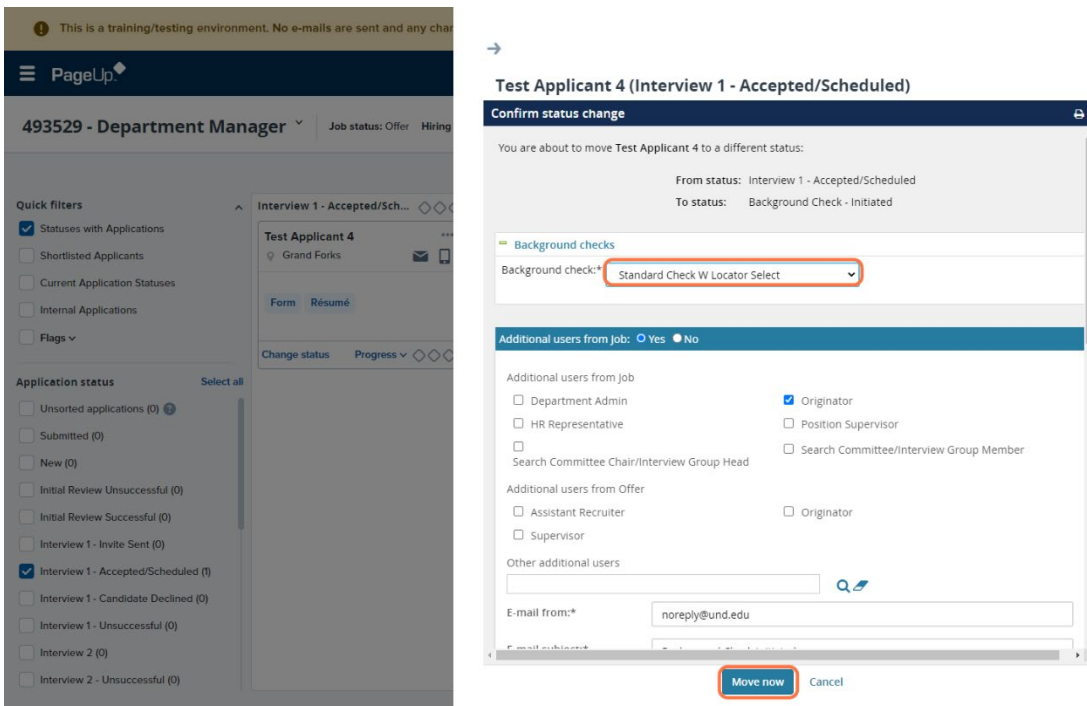
- To initiate a background check to your candidate, change their status to **Background Check – Initiated** and click **Next**.



2. Select the appropriate background check package for your candidate. The most common package to use is 'Standard Check W Locator Select. Do not make any additional edits to the communications. Click **Move now**.

\*This status change will prompt Sterling (UND background check vendor) to send a background check invite to your candidate to complete.

\*This status change will prompt PageUp to send you a communication regarding standard processing times for background check and other related information.



3. Once your candidate has completed their section of the background check, it will start to run and their status in PageUp will change to **Background Check – Pending** or **Background Check – Status Update**. There is nothing for you to do when your candidate is in these statuses.
4. When your candidate's background check is complete and clear, their status will change to **Background Check Complete – Proceed with Offer Card** and you will receive an email with the next steps that you will need to take.