Criminal Background Check Process

Checklist

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| --- | --- |
| Date |  Task |
|  | Initiate criminal background check using the electronic tool <https://apps.cals.wisc.edu/hr_cbc>  |
|  | If a resume has not already been submitted to CALS HR, please submit resume asap to designated divisional HR Assistant |
|  | Notify candidate/employee that they will be receiving an email from eServices@geninfo.com to begin the CBC process. {this is the email address used by General Information Systems, Inc. (GIS, the CBC vendor)}*Note: The candidate/employee should respond to this email immediately as they will need to electronically consent to the request, as well as provide additional information.* ***The CBC cannot be conducted until this step has been completed.*** |
|  | CALS HR* Review new requests submitted by a department with a 24 hour period
* Email the selected candidate/employee GIS preliminary notification within 24 hours of receiving departmental request
* Order GIS screening report (CBC)
* Receive and review CBC report
* Notify the department of the CBC completion and if the department is approved/denied to move forward with the hire
* Enter the CBC completion date in JEMS/HRS
 |
|  | If CBC results are approved, complete the remaining steps in the departmental hiring process |