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](mailto: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 |