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**Introduction**

This is a supplemental guide to the [Manage Recruitments – Faculty](#) user guide.

Designated individuals in the colleges, as well as those in Athletics, Counseling, and the Library, have been given access to initiate background checks for faculty recruitments. For the most part, this process will be managed in CHRS Recruiting. Only the standard background checks can be initiated via CHRS Recruiting. If you need to do an a la carte check such as DMV or Credit Check, you must initiate the background check directly through the Accurate system. Please note, you will still utilize the spreadsheet shared by Faculty Affairs.

**Remember, you MUST have the Reference and Background Check Release form signed before you start this process.**

There are five (5) recruitment statuses related to background check:

- **Background Check Initiated outside of CHRS Recruiting** – this is only to be used if you have to initiate the background check directly in Accurate
- **Background Check Initiated in CHRS Recruiting** – move the candidate to this status to initiate the background check in CHRS Recruiting
- **Background Check Pending Processing– SYSTEM STATUS – DO NOT SELECT** – the system will automatically set this status when Accurate has received the background check via the integration process
- **Background Check Pending Adjudication– SYSTEM STATUS – DO NOT SELECT** – the system will automatically set this status when Accurate has completed their processing; staff in Faculty Affairs will adjudicate the information
- **Background Check Unsuccessful** – if the staff in Faculty Affairs determine that the candidate is no longer eligible for the position based on the background check results, they will notify you and you will move the candidate to this status; they will no longer be considered for the position

If you have not been designated as someone who initiates background checks, you will still see these statuses but must not move candidates to them. If you are not sure if you are a designated person, check with your College Resource Manager/Analyst.

**Initiate a Background Check in CHRS Recruiting**

Before initiating the background check, confirm with Faculty Affairs that the candidate has not had a background at SJSU within the last 12 months. If they have had a background check at SJSU in the last 12 months you should not initiate a new background check. If, however, they require a supplemental or ad hoc check, you can still initiate that in Accurate. If they require fingerprinting and did not have it within the last 12 months at SJSU, you can still initiate that process as well.

<p><b>Log into CHRS Recruiting</b></p> <ol style="list-style-type: none"> <li>Navigate to one.SJSU</li> <li>Search for or click the CHRS Recruiting tile</li> <li>User your SJSUOne ID and password to log in</li> </ol>																																								
<p><b>Open Jobs</b></p> <ol style="list-style-type: none"> <li>From either the Tiled or List Dashboard, click Jobs in the blue menu bar</li> </ol>																																								
<p><b>A list of jobs appears</b></p> <ol style="list-style-type: none"> <li>Click the hyperlinked number in the Applications column for the job you wish to manage</li> </ol> <p>To filter the list of jobs:</p> <ul style="list-style-type: none"> <li>Change the Status (A)</li> <li>Change the Type (B)</li> <li>Show other search criteria to filter by Req Nbr, Pos Name, and more (C)</li> </ul>	<table border="1"> <thead> <tr> <th>Job No.</th> <th>Date created</th> <th>User</th> <th>Title</th> <th>Area</th> <th>Department</th> <th>Status</th> <th>Applications</th> <th>Site</th> <th>Opening date</th> <th>Closing date</th> <th>Hiring manager</th> <th>Sourced</th> </tr> </thead> <tbody> <tr> <td>493468</td> <td>Feb 5, 2020</td> <td>CM</td> <td>Campus Configuration Administrator - Medders</td> <td>Demo</td> <td>Academic Aff: Approv</td> <td>2</td> <td>CHRS D</td> <td>Feb 5, 2020</td> <td></td> <td></td> <td>Carrie Medders</td> <td>✓</td> </tr> <tr> <td>493655</td> <td>Mar 29, 2020</td> <td>LC</td> <td>SJ-Benefits Svcs Rep Chen 2</td> <td>San Jo</td> <td>Organization: Offer</td> <td>15</td> <td></td> <td>Mar 30, 2020</td> <td></td> <td></td> <td>Anita Vasquez</td> <td>✓</td> </tr> </tbody> </table>	Job No.	Date created	User	Title	Area	Department	Status	Applications	Site	Opening date	Closing date	Hiring manager	Sourced	493468	Feb 5, 2020	CM	Campus Configuration Administrator - Medders	Demo	Academic Aff: Approv	2	CHRS D	Feb 5, 2020			Carrie Medders	✓	493655	Mar 29, 2020	LC	SJ-Benefits Svcs Rep Chen 2	San Jo	Organization: Offer	15		Mar 30, 2020			Anita Vasquez	✓
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**Select the application**

3. Click the Status of the application for which you wish to initiate the background check (A)

*Please note, you will never move someone from New Application to Background. This screen shot is here to show you where to click.*

**Associate Professor (496970)**

Search Results

Select	Submitted Status	Applicant Nc Pref Name	First name	Last name
<input type="checkbox"/>	Jun 10, 2020 New Application	39870	Donald	Webber, Jr
<input type="checkbox"/>	Jun 10, 2020 New Application	39869	Mariah	Reynolds
<input type="checkbox"/>	Jun 10, 2020 New Application	39868	Angelica	Schuyler
<input type="checkbox"/>	Jun 10, 2020 New Application	39867	Leslie	Odom, Jr
<input type="checkbox"/>	Jun 10, 2020 New Application	39866	Lin-Man	Miranda

**Select the status**

4. Select Background Check Initiated in CHRS Recruiting (A)

5. Click Next (B)

*Please note, if you initiated the background check outside of the system (via Accurate directly), select Background Check Initiated outside of CHRS Recruiting.*

Background Check Initiated outside of CHRS Recruiting

**Background Check Initiated in CHRS Recruiting** (A)

Background Check Pending Processing - DO NOT SELECT - SYSTEM STATUS ONLY

Background Check Pending Adjudication - DO NOT SELECT - SYSTEM STATUS ONLY

Background Check Unsuccessful

Offer Extended

Offer Accepted

Offer Accepted Paperwork Received

Offer Declined

Offer Rescinded

Submit Next > Cancel (B)

**Select the type of background check**

6. Click the lookup icon next to the Background Check field (A)

*Please note, the Cost center field (B) is not used.*

**Confirm status change**

You are about to move Bulk Compile to a different status:

From status: Hiring Manager Review

To status: Background Check Initiated in CHRS Recruiting

Communication template: -- No template --

**Background checks**

Background check:\*  (A)

No Background check selected.

Cost center:  (B)

No Cost center selected.

<p><b>Select the package</b></p> <ol style="list-style-type: none"> <li>Enter SJ in the Background field (A)</li> <li>Click Search or hit Enter</li> <li>Select the appropriate Background check package for your candidate (B)</li> </ol>	
<p><b>Confirm the selection</b></p> <ol style="list-style-type: none"> <li>You are returned to the Confirm status change window</li> <li>Confirm that you have selected the right Background check package</li> </ol>	



**Review the Additional users who will receive notification**

You may add additional users if desired but do not add anyone outside the search committee other than the Department Admin or Hiring Manager. Remember, the recruitment is confidential and no one else should have access to this information.

Additional users from Job:  Yes  No

Additional users from Job

Department Admin  Hiring Manager

HR Representative  Reports to Supervisor Name

Search Committee Chair  Search Committee Member

Additional users from Offer

Department Admin  Hiring Manager

Reports To

Other additional users

E-mail from:\*

E-mail subject:\*

E-mail body:\* Merge fields

**B** *I* U ~~S~~ Formats A I

Hello,

The background check has been initiated via Accurate® for {JOBTITLE} position (Job # {JOBNO}) for the following candidate.

{FIRSTNAME} {LASTNAME}

Thank you.

**Move now** Cancel

**Update the job status**

12. Select Yes to update the job status to Background Check (A)
13. Click Move now (B) – please note, unless you set the email to be delayed, it will be sent once this button is pushed

*Please note, do NOT update the job status when managing part-time temporary faculty recruitments.*

Note

The following will be added to the applicant notes for administrators to view:

Update job status from Testing to Background Check:  Yes  No

**B** **Move now** Cancel

**Background Check Pending Processing – NO ACTION REQUIRED BY DEPARTMENTS**

Once the background check is initiated, Accurate will receive a notification and being their processing. Once they begin, the recruitment status will automatically change to Background Check Pending Processing – DO NOT SELECT – SYSTEM STATUS ONLY.

There is nothing for you to do at this time.

Search	Results
Select	Submitted Status
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Dec 17, 2020	Background Check Pending Processing - DO NOT SELECT - SYSTEM STATUS ONLY
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Jul 7, 2020	Hiring Manager Review
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Jul 8, 2020	Hiring Manager Review
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Incomplete

**Background Check Pending Adjudication – NO ACTION REQUIRED BY DEPARTMENTS**

Once Accurate finishes their process the status will change to Background Check Pending Adjudication – DO NOT SELECT – SYSTEM STATUS ONLY.

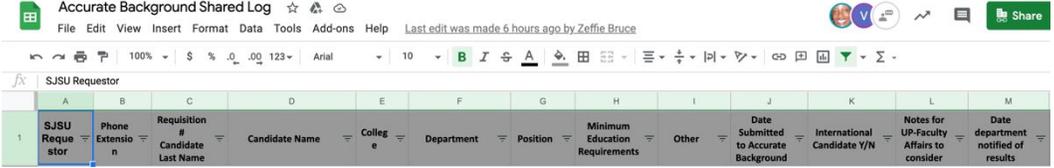
Faculty Affairs will review the results and determine if the candidate is eligible to move forward. They will update the spreadsheet and change the status in Accurate.

Once the status has been updated in Accurate, the person who initiated the background check will receive a notification.

Search	Results
Select	Submitted Status
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Dec 17, 2020	Background Check Pending Adjudication - DO NOT SELECT - SYSTEM STATUS ONLY
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Jul 7, 2020	Hiring Manager Review
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Jul 8, 2020	Hiring Manager Review
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Incomplete

**Update the Faculty Affairs Background Check Spreadsheet**

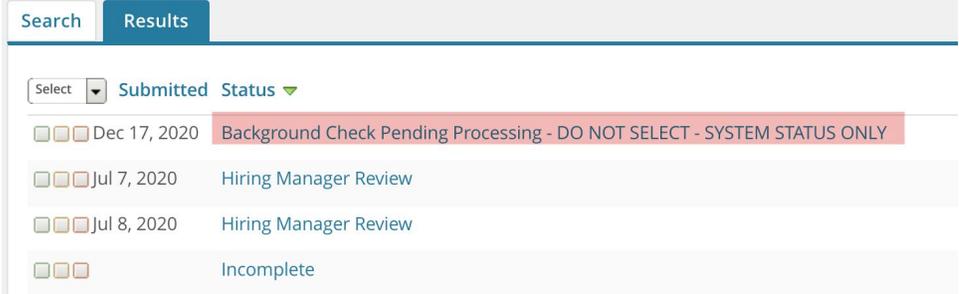
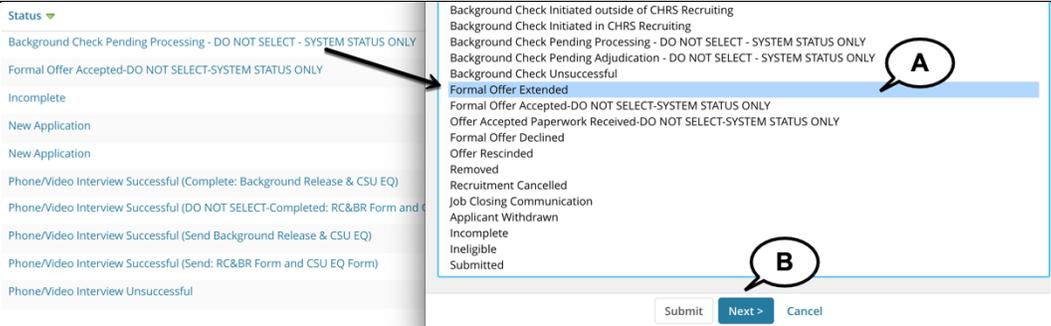
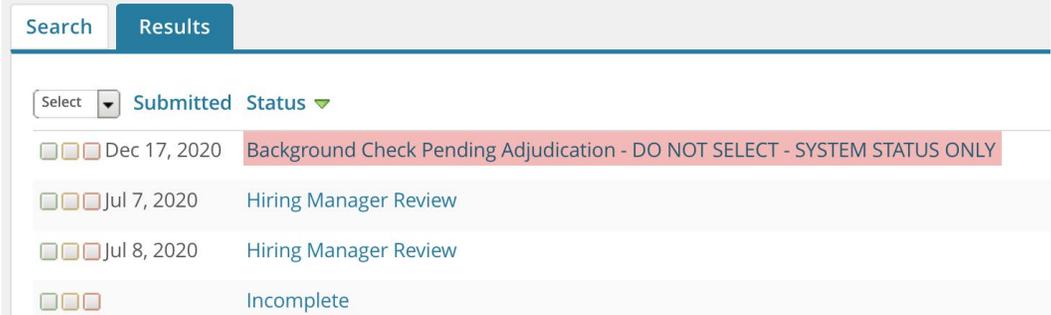
Once you have initiated the background check, complete the Faculty Affairs background check spreadsheet. This will be used by Faculty Affairs to track and review all faculty background checks.

<p><b>Open the <a href="#">Spreadsheet</a></b></p> <p><i>Please note, individuals designated to initiate background checks will also have access to the spreadsheet. If you are unable to access the spreadsheet, please contact up-facultyservices@sjsu.edu.</i></p>	
<p><b>Enter the Information</b></p>	<p>The following fields must be completed:</p> <ul style="list-style-type: none"> <li>• SJSU Requestor</li> <li>• Phone Extension</li> <li>• Requisition # &amp; Candidate Last Name</li> <li>• Candidate Name</li> <li>• College Name</li> <li>• Department Name</li> <li>• Position Name</li> <li>• Minimum Education Requirements</li> <li>• Other</li> <li>• Date Submitted to Accurate</li> <li>• International Candidate (Y/N)</li> <li>• Notes for UP-Faculty Affairs to consider</li> <li>• Date department notified of results (to be completed by FA)</li> <li>• Reference ID</li> <li>• Results (to be completed by FA)</li> <li>• Status</li> </ul>
<p><b>Monitor the Spreadsheet</b></p>	<p>The initiator of the background check will receive communications from Accurate, including the final email stating the results of the adjudication. Adjudication will continue to be handled by Faculty Affiars, and they will update the spreadsheet with the results.</p>
<p><b>Proceed with Appointment</b></p>	<p>Once the background check results are returned, and if they are positive, you may complete your appointment.</p>

**Extend Formal Offer Before Background Results Returned**

At times it may be necessary to extend the formal, final offer even though the background check results have not yet been returned. In these situations, it will be necessary to move a candidate to the form offer extended status. However, please be aware that when the background check results do come back, the process will reset the status and you will have to move them back to whichever status they were in previously.

**Please note, you should NEVER take this action without the approval of James Lee, Senior Director, Faculty Affairs.**

<p><b>Background Check Pending</b></p> <p>If the application is in the Background Check Pending Processing status you can still move a candidate to the Final Offer Extended status.</p>	
<p><b>Extend the Formal Offer</b></p> <ol style="list-style-type: none"> <li>1. Select the status of the application in a pending status</li> <li>2. Select the new status of Formal Offer Extended (A)</li> <li>3. Click Next (B) to complete the process</li> </ol> <p>See the <a href="#">Preparing and Extending the Offer – Faculty</a> user guide for more information on the offer process.</p>	
<p><b>Results Ready for Review</b></p> <p>When Accurate completes its review the status of the application will automatically change back to Background Check Pending Adjudication.</p> <p>Once you receive notice that the results have been reviewed and the candidate can move forward, move the status back to the most recent status.</p>	

<p><b>Review Most Recent Status</b></p> <ol style="list-style-type: none"> <li>1. Open the Applicant Card</li> <li>2. Click History (A)</li> </ol>	<p><b>June Parker</b> TEST ●</p> <p><a href="#">View profile</a> <a href="#">Add flags</a></p> <p>Address: 1927 Orchid Island Lane, Orchid Island, New York 90045, United States Phone: -</p> <p>E-mail: <a href="mailto:sjsu.hrtest+JParkerTEST@gmail.com">sjsu.hrtest+JParkerTEST@gmail.com</a> Applicant No: 79413</p> <p>Employment status: - Original source: <a href="#">Diversity Jobs</a></p> <p>e-Zines comms hold <b>A</b></p> <p><a href="#">Applications</a> History Scheduled emails CRM Resume / CV</p> <p><b>497139 - TEST - Faculty PT Pool (Julia's Test job)</b></p> <table border="1"> <tr> <td>Date submitted Dec 18, 2020</td> <td>Applied via <a href="#">Careers website</a></td> <td>Status changed Jan 10, 2021 <a href="#">Formal Offer Extended</a></td> <td>Offer <a href="#">No offer</a></td> </tr> <tr> <td>Resume / CV <a href="#">View</a></td> <td>Form <a href="#">View</a></td> <td colspan="2"><a href="#">Add flags</a></td> </tr> </table>	Date submitted Dec 18, 2020	Applied via <a href="#">Careers website</a>	Status changed Jan 10, 2021 <a href="#">Formal Offer Extended</a>	Offer <a href="#">No offer</a>	Resume / CV <a href="#">View</a>	Form <a href="#">View</a>	<a href="#">Add flags</a>	
Date submitted Dec 18, 2020	Applied via <a href="#">Careers website</a>	Status changed Jan 10, 2021 <a href="#">Formal Offer Extended</a>	Offer <a href="#">No offer</a>						
Resume / CV <a href="#">View</a>	Form <a href="#">View</a>	<a href="#">Add flags</a>							
<p><b>View the Notes</b></p> <ol style="list-style-type: none"> <li>3. Select the applicable job from the Job list (A)</li> <li>4. Select Notes from the Item list (B)</li> </ol>	<p><a href="#">Applications</a> <b>History</b> Scheduled emails CRM Resume / CV</p> <p>Job: <b>A</b> TEST - Faculty PT Pool (Julia's Test job) (497139) ▾</p> <p>Item: <b>B</b> Notes ▾</p>								
<p><b>Find the Most Recent Status</b></p> <ol style="list-style-type: none"> <li>5. Review the Notes to determine which status to move the application to; in this example the status is Formal Offer Extended (A)</li> </ol> <p>If you are not sure what the prior status is, please contact <a href="mailto:hr-info-systems@sjsu.edu">hr-info-systems@sjsu.edu</a> for assistance.</p>	<p>Today, 3:36pm <b>A</b></p> <p>Carrie Medders</p> <p><b>Note</b> TEST - Faculty PT Pool (Julia's Test job) (497139) Status changed to 'Formal Offer Extended' by Carrie Medders. <a href="#">Edit</a> <a href="#">Delete</a></p> <p>Today, 3:30pm</p> <p>Carrie Medders</p> <p><b>Note</b> TEST - Faculty PT Pool (Julia's Test job) (497139) Status changed to 'Background Check Pending Adjudication - DO NOT SELECT - SYSTEM STATUS ONLY' by Carrie Medders. <a href="#">Edit</a> <a href="#">Delete</a></p>								

**Move the Candidate to the Appropriate Status**

6. Click the application status then select the appropriate status (A)
7. Click Next (B) to continue the process

Please note, the additional steps to move someone to a new status are not shown here. See the [CHRS Help](#) page for documentation on how to move candidates from one status to another.

The screenshot displays a web application interface for managing background checks. It features a 'Results' section with a table of candidates and their current status. A dropdown menu is open, showing various status options. Callout 'A' points to the 'Formal Offer Extended' status option. Callout 'B' points to the 'Next >' button at the bottom of the dropdown menu.

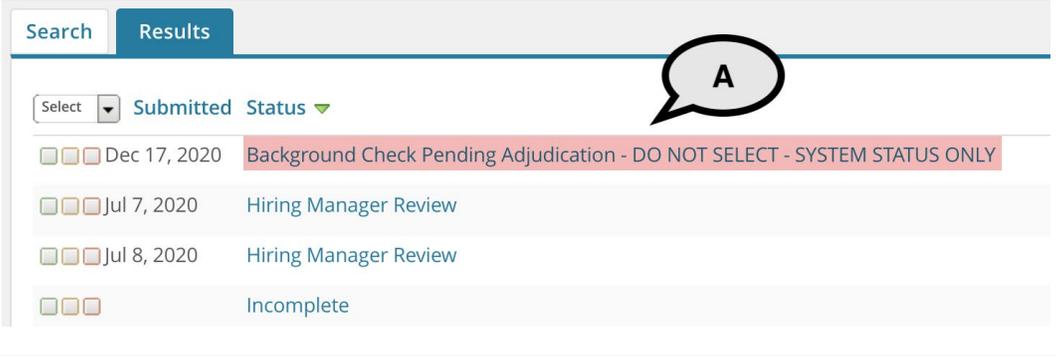
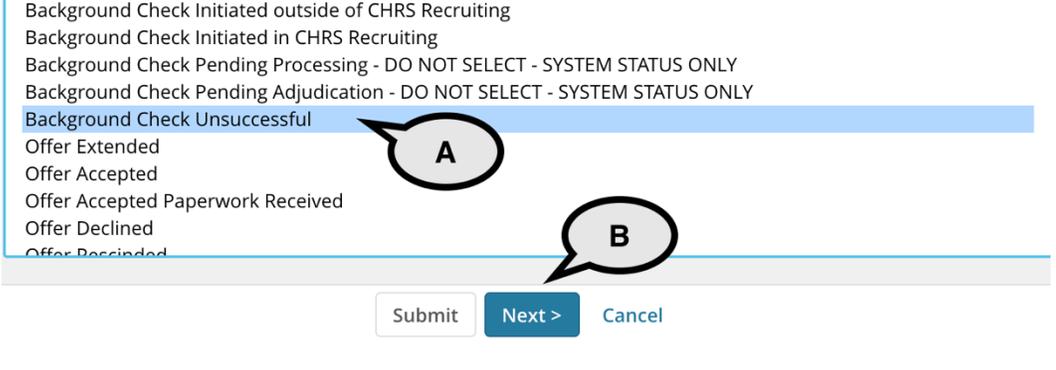
Select	Submitted	Status
<input type="checkbox"/>	Dec 18, 2020	Background Check Pending Adjudication - DO NOT SELECT - SYSTEM STATUS ONLY
<input type="checkbox"/>	Jul 7, 2020	Formal Offer Accepted-DO NOT SELECT-SYSTEM STATUS ONLY
<input type="checkbox"/>	Oct 20, 2020	Incomplete
<input type="checkbox"/>	Dec 18, 2020	New Application
<input type="checkbox"/>	Dec 18, 2020	New Application
<input type="checkbox"/>	Jul 8, 2020	Phone/Video Interview Successful (Complete: Background Release & CSU E
<input type="checkbox"/>	Sep 18, 2020	Phone/Video Interview Successful (DO NOT SELECT-Completed: RC&BR For
<input type="checkbox"/>	Sep 14, 2020	Phone/Video Interview Successful (Send Background Release & CSU EQ)
<input type="checkbox"/>	Jul 8, 2020	Phone/Video Interview Successful (Send: RC&BR Form and CSU EQ Form)
<input type="checkbox"/>	Jul 7, 2020	Phone/Video Interview Unsuccessful

On Campus Interview Unsuccessful  
 Prepare Offer and Upload Transcripts  
 Background Check Initiated outside of CHRS Recruiting  
 Background Check Initiated in CHRS Recruiting  
 Background Check Pending Processing - DO NOT SELECT - SYSTEM STATUS ONLY  
 Background Check Pending Adjudication - DO NOT SELECT - SYSTEM STATUS ONLY  
 Background Check Unsuccessful  
**A**  
 Formal Offer Extended  
 Formal Offer Accepted-DO NOT SELECT-SYSTEM STATUS ONLY  
 Offer Accepted Paperwork Received-DO NOT SELECT-SYSTEM STATUS ONLY  
 Formal Offer Declined  
 Offer Rescinded  
 Offer Rescinded  
 Removed  
 Recruitment Cancelled  
 Job Closing Communication  
 Applicant Withdrawn  
 Incomplete  
 Ineligible  
 Submitted  
**B**

Submit Next > Cancel

**Background Check Unsuccessful**

In most cases the candidate will be eligible to move forward. For those candidates deemed to be ineligible to continue based on their background check results, follow the steps below to move them to an unsuccessful status. This process should be followed for background checks initiated in CHRS Recruiting or directly through Accurate.

<p><b>Select the application</b></p> <ol style="list-style-type: none"> <li>1. Click the Status of the application for which you wish to move to an unsuccessful status (A)</li> </ol>	
<p><b>Select the status</b></p> <ol style="list-style-type: none"> <li>2. Select Background Check Unsuccessful (A)</li> <li>3. Click Next (B)</li> </ol>	

**Confirm the selection**

You are returned to the Confirm status change window.

4. Confirm that this is the change you wish to make (A)
5. Review the email that will be sent to the candidate (B)

Please do not change the From, Subject or Text of the message. It is required that you send this email to the candidate.

*Please note, you may choose to delay the sending of the email if desired.*

**Confirm status change** 🔒

You are about to move **Julia Chantest** to a different status:

**From status:** Formal Offer Accepted-DO NOT SELECT-SYSTEM STATUS ONLY

**To status:** Background Check Unsuccessful

Communication template:

---

E-mail: Applicant:  Yes  No

From:\*

Subject:\*

Message: Merge fields

B



Dear Julia Chantest,

Thank you for taking the time to submit your application for the position of TEST - Faculty PT Pool (Julia's Test job)/#497139 with San José State University.

We have reviewed the results of your background check and must rescind our offer of conditional employment.

Again, we are pleased that you considered San José State University as a prospective employer and wish you every success in your career.

Sincerely,

Academic Affairs Recruitment Committee

San José State University



**Continue the process**

6. Review the Additional Users who will receive this message; update as necessary (A)
7. Review the email
8. Select the unsuccessful reason of **Background check requirements not met** from the dropdown list (C)
9. Enter text in the Note field (D) to indicate the reason the candidate is no longer being considered.
10. Click Move now (E)

Please do not change the From, Subject or Text of the message.

Additional users from Job:  Yes  No

Additional users from Job

- Department Admin
- HR Representative
- Search Committee Chair
- Hiring Manager
- Reports to Supervisor Name
- Search Committee Member

Additional users from Offer

- Department Admin
- Reports To
- Hiring Manager

Other additional users

E-mail from:\* noreply@calstate.edu

E-mail subject:\* SJSU Background Check Status

E-mail body:\* Merge fields

**B** *I* U ~~S~~ [List Icons] Formats **A** [Color Picker] [Link] [Table] [Text] [Code] [Help]

Hello,

{FIRSTNAME}{LASTNAME} who has applied for the the position of {JOBTITLE}/#{JOBNO}, has not passed their background check.

Thank you.

**Complete the process**

11. Select the unsuccessful reason of **Background check requirements not met** from the dropdown list (A)
12. Enter text in the Note field (B) to indicate the reason the candidate is no longer being considered.
13. Click Move now (C)

**Background Check Unsuccessful reason**

Please indicate the reason for selecting the background check unsuccessful status:\*

Background check requirements not met **A**

**Note**

The following will be added to the applicant notes for administrators to view:

Candidate did not clear the background check and is not eligible for hire. **B**

**C**

Move now Cancel