How to Request a Background Check in Oracle Records

Start at the Administration Applications and Resources homepage and click HR System.
Click CSU Background Checks to open the Oracle form.
How to Request a Background Check in Oracle Records

<table>
<thead>
<tr>
<th>Employee Type</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle</th>
<th>Start Date</th>
<th>Candidate Email</th>
<th>Candidate Cell</th>
<th>Email Address</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Doe</td>
<td>Jane</td>
<td>Lee</td>
<td>04-APR-2020</td>
<td><a href="mailto:jane.doe@colostate.edu">jane.doe@colostate.edu</a></td>
<td>1234567890</td>
<td><a href="mailto:jane.doe@colostate.edu">jane.doe@colostate.edu</a></td>
<td>Notes</td>
</tr>
</tbody>
</table>

Select the employee type and fill out the candidate's personal information in the required fields.

Do not use dashes in the candidate field.

If the candidate provides a middle name, please provide the FULL middle name.

If the email address you enter for the candidate has already been submitted you will receive a notification to contact Human Resources before continuing.
Click **Req Checks** to select what type of checks you would like to request.
How to Request a Background Check in Oracle Records

Click candidate details and provide the requested information. Click location and provide the location the candidate will be working.

If the candidate is a foreign national please include how long they have lived in the US and if they have a Social Security Number.

Do not use Fort Collins as a default location. Please provide the actual location the employee will be working.
These questions are only required if you are requesting a background check for an Associate or Student.

Answer yes or no to each of the questions under Associate/Student Details.
You can save a request if you are not ready to submit, but please be aware that HR will not receive the request until the submit button is clicked.

Click **contacts** and enter your phone number and any additional contacts you would like to receive notifications about the background check. You do not need to provide your email as it will auto populate in the **requestor** field once you click submit.
How to Request a Background Check in Oracle Records

After clicking submit you will receive an email notifying you that HR has received your request. This is NOT the date the invitation was sent to the candidate.

Click submit once all information has been entered.
How to Request a Background Check in Oracle Records

Helpful information

- The invitation is sent from the Board of Governors and includes the candidate’s user ID and password
  - Candidates often skip over this so please instruct the candidate to be actively checking their email (and spam folder) for the invitation

- The candidate’s full legal name must be entered
  - Do not submit nick names (ex: Jessie instead of Jessica)
  - Include the full middle name if it’s available
  - Verify with the candidate you have the correct spelling of their name

- Include both the candidate’s email address and cell phone number when submitting a request
  - Verify with the candidate that you have the correct spelling of their email
  - Do not pull their email from the CSU directory as this may not be the email they check regularly

- Only request a motor vehicle record check for positions that
  - Require a valid driver’s license (or commercial driver’s license)
    - Must be a U.S. driver’s license
  - Require the employee to drive a motor vehicle as a regular part of their job responsibilities
  - Require use of a state-owned vehicle for the purpose of conducting university business
  - Education verifications are billed to the department

Background Check Policy: [http://policylibrary.colostate.edu/policy.aspx?id=461](http://policylibrary.colostate.edu/policy.aspx?id=461)