

Background Check Summary

Type	Needs background check if began work at Yale prior to 1/1/2010?	Needs a background check if starting work 1/1/2010 or after?	Background Check Process	Who requests background check?	Who verifies background check?
Vendors (including contractors and consultants)	Yes, individual must successfully pass a background check prior to Yale ID renewal or if on Yale's premises more than 30 days per year.	Yes. Individual must successfully pass a background check prior to Yale ID issuance or if on Yale's premises for 30 days or more per year.	<p>1) Procurement contacts vendor.</p> <p>2) Vendor ensures that its employees successfully complete background checks.</p> <p>3) Compliance status is noted in Yale's database and viewable in Procurement Inquiry.</p>	Procurement	Vendor
Self-employed Vendors	Yes, individual must successfully pass a background check prior to Yale ID renewal or if on Yale's premises more than 30 days per year.	Yes. Individual must successfully pass a background check prior to Yale ID issuance or if on Yale's premises for 30 days or more per year.	<p>1) Background checks for self-employed vendors, contractors and consultants will be conducted by Yale's provider for a charge of \$55 to the self-employed individual.</p> <p>2) The hiring department completes the Self-Employed Background Check Request form.</p> <p>3) Human Resources Background Check Coordinator (HR BGC) notifies background check provider who will contact the vendor to set up an account.</p> <p>4) Vendor remits payment to background check provider.</p> <p>5) The HR BGC sends vendor a link via e-mail to complete a profile as well as the necessary forms to initiate the background check.</p> <p>6) HR BGC and vendor receive outcome; if vendor meets Yale policy, HR BGC sends confirming e-mail to primary department contact.</p> <p>7) The vendor may begin working.</p>	Departmental business office	Yale Staffing
Temporary employees from employment services	No, unless at least one of the following occur: <ol style="list-style-type: none"> 1) Change in assignment 2) Change in access 3) Yale ID expires and requires renewal 	Yes. Individual must successfully complete background check before beginning work.	<p>1) Procurement contacts temporary services firm.</p> <p>2) Firm ensures that its employees successfully complete background checks.</p> <p>3) Compliance status is noted in Yale's database and viewable in Procurement Inquiry.</p> <p>4) Temporary employees cannot be hired from firms that are not in compliance with Yale's background check requirements.</p>	Procurement	Employment Service

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Casual employees	No. (NOTE: Individual must have been hired and have begun working prior to January 1, 2010.) Background check is required if, 1) Department requests a background check. 2) The casual assignment changes. 3) The individual's Yale ID expires and/or the individual requires new or additional access to his/her current access. 4) Casual employees who have worked here in the past but were terminated and need to be re-activated in Yale's database (Oracle).	Yes. Individual must successfully pass a background check prior to Yale ID issuance or expects to work 30 days or more per year.	1) Hiring department completes a Casual Background Check Request form. 2) Upon receipt of form, HR BGC e-mails candidate a link to complete a profile and necessary forms. 3) Candidate completes profile and forms; background check is initiated. 4) HR Background Check Coordinator receives outcome; if candidate meets Yale policy, HR BGC notifies primary department contact via e-mail. 5) Department sets up the casual employee in Oracle. 6) Casual employee may begin working and obtain a Yale ID.	Departmental business office	Yale Staffing
Postdoctoral/ Postgraduate Fellows and Associates	No. An offer must already be in place.	Yes, unless the individual has never lived or worked in the U.S.	NOTE: This process is for all candidates who are U.S. Citizens, U.S. Permanent Residents, or those with a visa currently in the U.S. 1) Faculty Member/Principal Investigator is in contact with potential candidate. 2) Faculty Member/Principal Investigator notifies department of intention to bring on a candidate. 3) If a candidate requires a transfer of his/her immigration status to Yale, the department immediately contacts the Office of International Students and Scholars (OISS). 4) Department sends candidate offer letter and request for documents; completes a Postdoc/Postgrad Background Check Request Form. 5) Upon receipt of this form, HR BGC e-mails candidate a link to complete a profile and necessary forms to conduct the background check. 6) Candidate completes and submits profile and forms; background check is initiated. If the candidate has not submitted the completed forms, the HR BGC sends an e-mail alert to primary departmental contact. 7) HR BGC receives outcome; if candidate meets Yale policy, HR BGC notifies primary department contact via e-mail.	Departmental business office	Yale Staffing

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- a. If the candidate requires a transfer of his/her immigration status to Yale, departments must forward this e-mail to OISS confirming that the individual meets Yale policy. OISS will not submit the application to the immigration service until this confirmation is received.
- b. Should a candidate not meet Yale policy, that information will be communicated to the department by the Office for Postdoctoral Affairs.
- 8) Department sends documentation to the Office of Postdoctoral Affairs, including e-mail confirmation from HR BGC that the candidate meets Yale Policy.
- 9) Postdoctoral/Postgraduate is hired.