

## 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?
<b>Casual employees</b>	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
<b>Postdoctoral/ Postgraduate Fellows and Associates</b>	No. An offer must already be in place.	Yes, unless the individual has never lived or worked in the U.S.	<b>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.</b>  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. 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.	Departmental business office	Yale Staffing
<b>Temporary employees from employment services</b>	No, unless at least one of the following occur: 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.	1) Procurement contacts temporary services firm. 2) Firm ensures that its employees successfully complete background checks. 3) Compliance status is noted in Yale's database and viewable in Procurement Inquiry. 4) Temporary employees cannot be hired from firms that are not in compliance with Yale's background check requirements.	Procurement	Employment Service