BACKGROUND SCREENING USING FIRST ADVANTAGE

The following instruction guide covers how to use the First Advantage system to generate a candidate invitation and review the status of the candidate.

NAVIGATION

Login into myUFL and navigate to:

Nav Bar > Main Menu > Human Resources > Recruiting > Background Screening

NEW SUBJECT

1. Click the Background Screening link. Please note: this page describes which package you should use for your hire.

   EduExp Verf
   This package is only for Salary/Regular faculty, TEAMS, Adjunct, and PostDoc hires who are new or returning to UF and will go through FBI/436 Livescan check. First Advantage will not be conducting FBI or 435 Livescan. Hiring departments will still need to conduct these types of checks through UFHR.

   This package is also used for OPS staff, students, and graduate assistants hired into: Salary/Regular faculty, TEAMS, Adjuncts, and PostDoc position.

   Background Screening

2. After logging in with UF Single Sign On, a Notice appears. Click I Agree.
3. Alerts & Notifications may appear to provide system updates on possible downtime or delays. Click the **Continue** button.

4. Click the **Direct Advantage Subheader** to expand the menu. Direct Advantage allows you to manage your candidate profiles and background orders.

5. To initiate an invitation to your candidate to complete their profile, select **New Subject**.

6. To generate the candidate invitation:
   a. Complete Candidate **First, Last Name** and **Email**
   b. Make sure to check the **CC: Recruiter on Invitation Email** box.

   **NOTE:** The term Recruiter in First Advantage refers to the initiator of the order.
c. Select a Package to order based on position type. (Please note: do not select a la carte package items.).

7. Under the Reference Fields section, enter your Department Name, Department ID, Type of Position required and Reason for Screening then click the Send button.

8. After the New Subject entry has been made, you will receive a notification email when:
   a. the employee completes the order and signed the consent.
   b. First Advantage completed their screening.
   c. the order is adjudicated eligible or ineligible for employment at UF.
First Advantage has the capability to prevent departments from submitting more than one order on an employee within a 90-day period. If a duplicate order is submitted within the 90-day period, the system will automatically cancel the order. In order for the system to confirm the duplication, the first order must be processed/consented by the employee. Once the same employee enters their social security number for the second order, the system will find the first order with the person’s SSN and then cancel the second order.

Be sure to search for the candidate prior to initiating a check. This is to reduce duplication and preventing the employee from having to completing two consents.

**FIND SUBJECT**

1. To review your candidates’ progress, select **Find Subject**.

2. Complete as many of the **Search Fields** as you would like. Please note that the **Date range** can be up to 90 day increments.
3. You can search for a group of candidates with the same Profile Status. Search options include:
   a. Not Started - Candidate has not started their profile.
   b. Started – Candidate has started their profile but not completed.
   c. Completed – Candidate profile is complete. Background order will begin.
   d. Deleted – Candidates that have been manually deleted due to incomplete profiles.

Please note: Only search based on these four options and not other statuses. If any other status is selected, the search will return zero results.

4. Click the Search button.

5. Your results will be displayed. Please note the Profile Status and Order Status columns.

Profile Status lists Not Started and Started depending on whether the candidate has or has not completed the profile. The status changes when the candidate responds to their email and when they complete the consent packet.

Order Status Completed profiles will have an In Progress or Eligible, Decisional, Ineligible for Hire Order Status. Here is a description of what each status represents:

   a. In Progress = Screening is still ongoing
   b. Decisional = Screening is complete but contains records that UFHR must review
   c. Eligible = Satisfactory result; eligible to proceed for hire
   d. Ineligible = Screening contains unsatisfactory record and is not eligible for hire
6. To create a report, select Export to Excel or Export to CSV from the Actions drop down.

7. Another way to access a set of Search Results by Profile Status from the First Advantage dashboard is to filter by date range in the Profile Advantage section. Select your desired date range (up to Last 90 Days) in the dropdown and select Update.
8. The Profile Status results have updated. For this example, the **Completed Number (1473)** will be selected.

![Profile Status Table]

9. Here you can review your applicants’ status.

![Applicants Status Table]

Once the criminal background check returns satisfactory, the Order Status will be listed as Eligible. The initiator will still need to review the education and employment verification if either were requested in the packet.

For additional information on First Advantage, please visit the UF Hiring Center’s [Prepare An Offer](#) webpage.

For all other inquiries, please contact the UF Human Resources Criminal Background Check team:

352-392-2477  
HRSBackgrounds@admin.ufl.edu