

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.

Edu+Exp Verif

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/435 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**.

Notice

Please read through the below language before clicking/acknowledging.

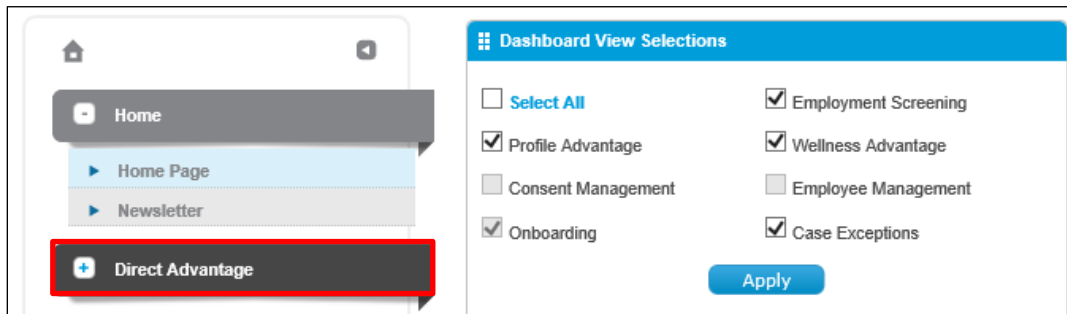
The accuracy of the data submitted by the requestor will impact the accuracy of the results obtained.

REQUESTOR CERTIFIES THE FOLLOWING: For all reports requested and reviewed during this session, Requestor certifies its request for a report for each consumer is for a permissible purpose under the Fair Credit Reporting Act (FCRA) and as such consumer reports provided to requestor from First Advantage will not be used for any other purpose. A permissible purpose under the FCRA includes for employment reasons which may include hiring, promotion, assignment, and retention decisions as an employee, volunteer or an independent contractor.

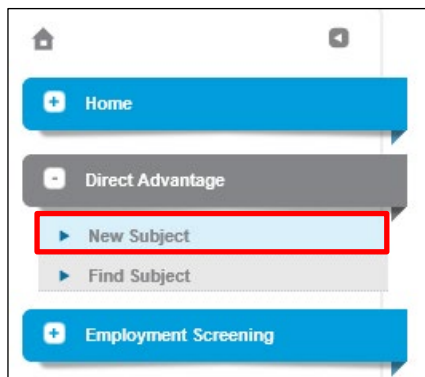
REQUESTOR CERTIFIES THE FOLLOWING: For all reports requested and reviewed during this session, a clear and conspicuous written disclosure has been made to each consumer, in a document that consists solely of the disclosure, that a consumer report may be obtained. Such disclosure has satisfied all of the requirements set forth in the FCRA and other applicable state laws. Requestor has also obtained a written authorization from each consumer which will be made available to First Advantage upon request. Requestor further certifies that it will not use this information in violation of any equal employment opportunity laws and if it decides to take action in whole or in part on the information based in the report it will follow any required adverse action requirements.

Obtaining Information Under False Pretenses. The FCRA imposes criminal penalties including a fine, up to two years in prison, or both against anyone who knowingly and willfully obtains information on a consumer from a consumer reporting agency under false pretenses, and other penalties for anyone who obtains such consumer information without a permissible purpose.

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.

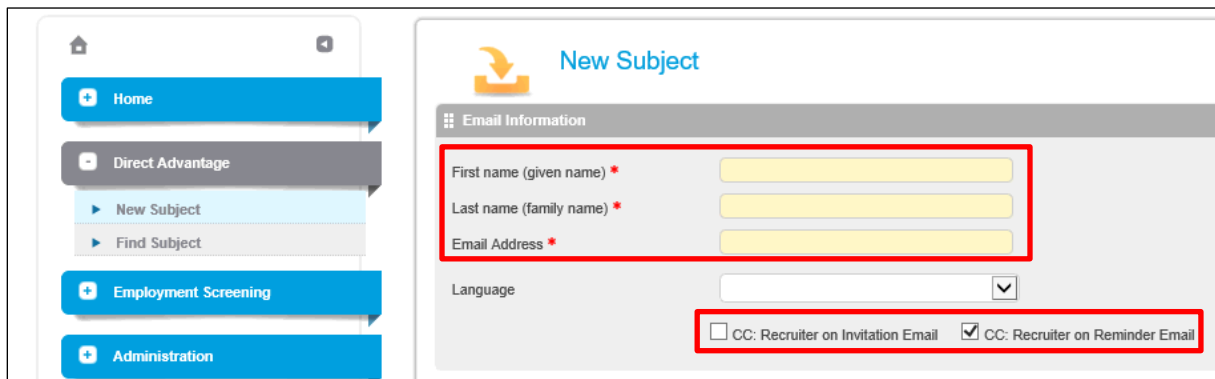


5. To initiate an invitation to your candidate to complete their profile, select **New Subject**.

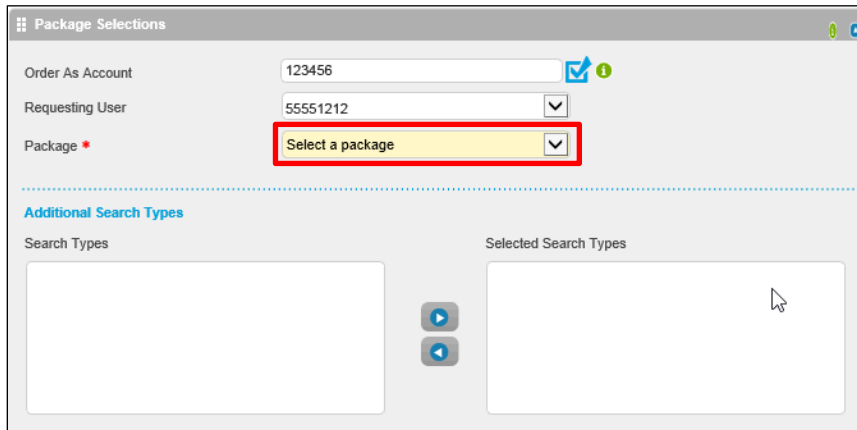


6. To generate the candidate invitation:
 - a. Complete Candidate **First, Last Name** and **Email**
 - b. Make sure to check the **CC: Recruiter on Invitation Email** box.

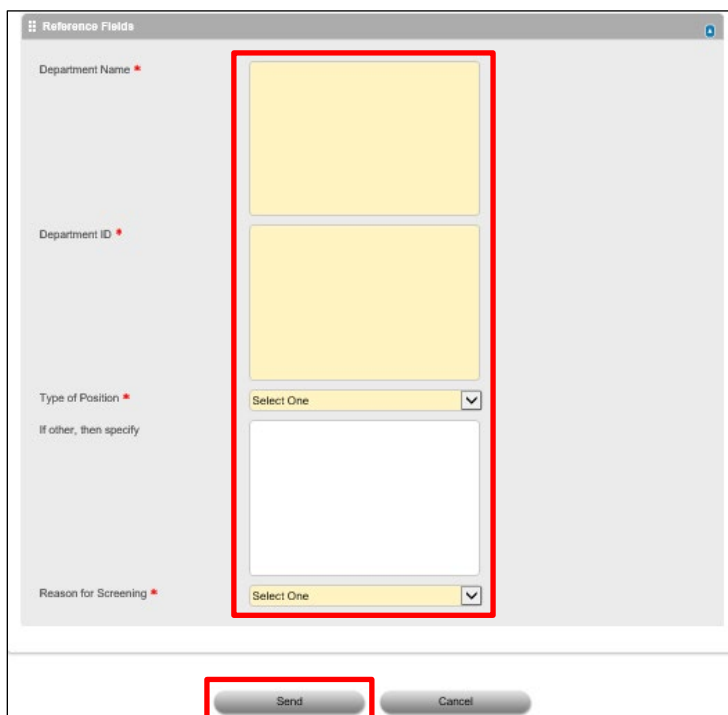
NOTE: The term Recruiter in First Advantage refers to the initiator of the order.



- 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.



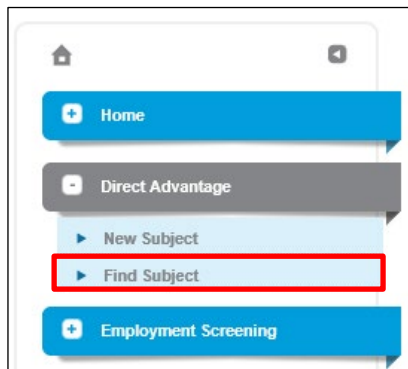
- 8. After the New Subject entry has been made, you will receive a notification email when:
 - a. the employee completes the order and signed the consent.
 - b. First Advantage completed their screening.
 - c. the order is adjudicated eligible or ineligible for employment at UF.

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

- To review your candidates' progress, select **Find Subject**.



- Complete as many of the **Search Fields** as you would like. Please note that the **Date range** can be up to 90 day increments.

A screenshot of the 'Search Subject' form. The search criteria section includes input fields for First Name, Last Name, Email Address, Government ID (with an SSN dropdown), Profile ID, and Order ID. These fields are enclosed in a red rectangular box.

A screenshot of the 'Additional Search Criteria' form. It includes fields for 'From' and 'To' dates (both set to 18/Nov/2019 and 18/Dec/2019), 'Select Recruiter', 'Subject Type', 'Profile Status' (with an 'All-Except Deleted' dropdown), 'Limit To' (with checkboxes for Batch, Rescreen, Not Ordered, In Progress, Completed), 'Posting Requisition# (if any)', and 'Additional Note'. A red rectangular box highlights the date range and 'All-Except Deleted' dropdown.

A screenshot of the 'Search by -- Reference Fields' form. It contains dropdown menus for Department Name, Department ID, Type of Position, and Reason for Screening. These dropdowns are enclosed in a red rectangular box.

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.

The screenshot shows a search criteria form with the following fields: From (18/Nov/2019), To (18/Dec/2019), Select Recruiter, Subject Type, Profile Status (dropdown menu), Limit To, Order Status, Posting Requisition# (if any), and Additional Note. The dropdown menu for Profile Status is open, and the 'Not Started' option is selected and highlighted with a red box.

4. Click the **Search** button.

The screenshot shows two buttons: Search and Reset. The Search button is highlighted with a red box.

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

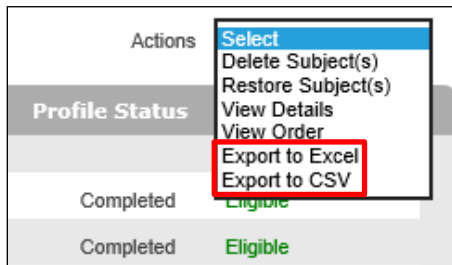
Profile Status lists **Not Started** and **Started** depending on whether the candidate has or has not completed the profile. The status changes when the candidate responds to their email and when they complete the consent packet.

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

<input type="checkbox"/> All	Subject	Recruiter	Initiated	UPDATED	Profile Status	Order Status
<input type="checkbox"/>	<input checked="" type="checkbox"/> Gator, Alberta	Gator, Recruta	12/Dec/2019	12/Dec/2019	Completed	Eligible
<input type="checkbox"/>	<input checked="" type="checkbox"/> Bait, Gator	Gator, Recruta	12/Dec/2019	12/Dec/2019	Completed	Eligible
<input type="checkbox"/>	<input checked="" type="checkbox"/> Smith, John	Gator, Recruta	12/Dec/2019	12/Dec/2019	Started	Not Ordered
<input type="checkbox"/>	<input checked="" type="checkbox"/> Bait, Little	Gator, Recruta	12/Dec/2019	12/Dec/2019	Completed	Eligible
<input type="checkbox"/>	<input checked="" type="checkbox"/> Jones, Indiana	Gator, Recruta	12/Dec/2019	12/Dec/2019	Completed	Eligible
<input type="checkbox"/>	<input checked="" type="checkbox"/> Gator, Big	Gator, Recruta	12/Dec/2019	12/Dec/2019	Completed	Eligible
<input type="checkbox"/>	<input checked="" type="checkbox"/> Gator, Ima	Gator, Recruta	12/Dec/2019	12/Dec/2019	Completed	Eligible
<input type="checkbox"/>	<input checked="" type="checkbox"/> Gator, Green	Gator, Recruta	12/Dec/2019	12/Dec/2019	Not Started	Not Ordered
<input type="checkbox"/>	<input checked="" type="checkbox"/> Todd, Josephina	Gator, Recruta	12/Dec/2019	12/Dec/2019	Completed	Eligible
<input type="checkbox"/>	<input checked="" type="checkbox"/> Gator, Tony	Gator, Recruta	12/Dec/2019	12/Dec/2019	Completed	Eligible
<input type="checkbox"/>	<input checked="" type="checkbox"/> Gator, Albert	Gator, Recruta	12/Dec/2019	12/Dec/2019	Completed	In Progress**

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**.

Profile Advantage

Account: 123456

Recruiter: (All)

Date Range: Last 90 Days

Profile Status	Counts	Order Status	Counts
All	196	Completed	79
Completed	132	In Progress	52
Started	8		
Not Started	56		
(Deleted)	1		
Duplicate	0		

8. The Profile Status results have updated. For this example, the **Completed Number (1473)** will be selected.

Profile Advantage

Account: 123456

Recruiter: (All)

Last 90 Days

Profile Status	Counts	Order Status	Counts
All	1812	Completed	1399
Completed	1473	In Progress	63
Started	53		
Not Started	286		
(Deleted)	16		
Duplicate	0		

9. Here you can review your applicants' status.

<input type="checkbox"/> All	Subject	Recruiter	Initiated	UPDATED	Profile Status	Order Status
<input type="checkbox"/>	<input checked="" type="checkbox"/> Gator, Alberta	Gator, Recruta	15/Oct/2019	15/Oct/2019	Completed	Eligible
<input type="checkbox"/>	<input checked="" type="checkbox"/> Bait, Gator	Gator, Recruta	15/Oct/2019	15/Oct/2019	Completed	Eligible
<input type="checkbox"/>	<input checked="" type="checkbox"/> Smith, John	Gator, Recruta	15/Oct/2019	15/Oct/2019	Completed	Eligible
<input type="checkbox"/>	<input checked="" type="checkbox"/> Bait, Little	Gator, Recruta	15/Oct/2019	15/Oct/2019	Completed	Eligible
<input type="checkbox"/>	<input checked="" type="checkbox"/> Jones, Indiana	Gator, Recruta	15/Oct/2019	15/Oct/2019	Completed	Decisional**
<input type="checkbox"/>	<input checked="" type="checkbox"/> Gator, Big	Gator, Recruta	15/Oct/2019	15/Oct/2019	Completed	Eligible
<input type="checkbox"/>	<input checked="" type="checkbox"/> Gator, Ima	Gator, Recruta	15/Oct/2019	15/Oct/2019	Completed	Eligible

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