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.

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 Profile Advantage Subheader to expand the menu. Profile 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**.

![Find Subject](image)

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.

![Search Subject](image)
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.

![Additional Search Criteria]

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. Criminal Pending** = Criminal Background Screening is complete but contains records that UFHR must review
   c. Eligible = Criminal Background Screening is complete and all results are satisfactory
   d. Dept Review Verification** = Criminal background screening returned satisfactory, if requested, and hiring department must review the results for education/employment verification
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 Advantage](image)

9. Here you can review your applicants’ status.

![Employee Status](image)

Hiring departments should review the verification results for packets with the status of “Department Review Verification” to ensure the candidate meets the minimum requirements for the considered position. To view the verification results, click on the employee’s name and then each verification component under “Search Type”.
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](mailto:HRSBackgrounds@admin.ufl.edu)