Background Check Workflow – Prospective Employees (Current)

- **Initialization:**
  - Identifies Final Candidate

- **Process:**
  1. Completes Criminal History Check
  2. Completes Background Check Submission
  3. Sends Background Check Release Form 2

- **Decision Points:**
  - Yes: Move Candidate Forward for Hire
  - No: Reviews Results

- **Outcome:**
  - Satisfactory: Completes Castle Branch Submission
  - Unsatisfactory: Gathers Background Check Information

- **Communication:**
  - Notify Recruitment and Unit of Can be hired?

- **Consult:**
  - Consults with Fitness for Duty Review Committee.

- **Additional Notes:**
  - Assigns CHC Requirement at PD Level (feeds to job posting)
  - Works with Employment Services to Contact Candidate

- **Other:**
  - Requires Employee & Labor Relations consultations