Background Check Workflow (December 2022)

1. **Identify Final Candidate(s)**
   - Conduct Background Check

2. **Complete Release Form**
   - Yes
   - Move Candidate Forward for Hire
   - No
   - Conduct Background Check again
     - Yes
     - Move Candidate Forward for Hire
     - No
     - Notify Candidate, Recruitment, and Unit

3. **Optional**
   - Provides Additional Information

4. **Review Results and Additional Information (if submitted)**
   - Yes
   - Notify Candidate, Recruitment, and Unit
   - No
   - Conduct Background Check again

5. **Final Consideration**
   - Can be hired?
     - Yes
     - Notify Candidate, Recruitment, and Unit
     - No
     - Conduct Background Check again

6. **Position Description (PD)**
   - Position Description

**Acronym Legend**
- BC: Background check
- C/SS: Critical or security-sensitive
- CHC: Criminal history check
- NSOPW: National Sex Offender Public Website
- PD: position description