Background Check Workflow (January 2023)

Subject to adjustment as process and project are finalized.

1. **Unit Head/Supervisor**
   - Identifies Final Candidate

2. **Candidate**
   - Sends Background Check Release Form
     - Form Complete?
       - Yes: Completes Background Check Release Form
       - No: Next step
     - Initiates Castle Branch Background Check

3. **HR Recruitment**
   - Completes Castle Branch Submission
   - Liaison Contact with Candidate to Bring into Completion

4. **HR Background Check Team**
   - Reviews Results
     - Results Satisfactory?
       - Yes: Move Candidate Forward for Hire
       - No: Next step
     - Gathers Background Check Information
     - Completes Castle Branch Submission

5. **CHC Vendor (CastleBranch)**
   - Formulate Recommendation

6. **HR Employee Relations**
   - Notify Recruitment and Unit
     - Can be hired?
       - Yes: Notify Candidate, Recruitment, & Unit
       - No: Next step

7. **HSRAR**
   - Notify Recruitment and Unit
     - Notify Candidate, Recruitment, & Unit
     - Complete?
       - Yes: Move Candidate Forward for Hire
       - No: Next step

Formulate Recommendation

Can be hired?

Move Candidate Forward for Hire

Notify Candidate, Recruitment, & Unit

Can be hired?