How the Faculty Background Check Works for non-Brass Ring Candidates

Beginning January 16, it will become mandatory for all candidates offered positions at Duke to undergo a criminal background check. The instructions outlined below are for positions not hired through Brass Ring or dFac.

Background checking in iforms

A new iform has been created to automatically invite candidates to enter their information for a background check.

1. From the position tab go to the corresponding position and create an iform.

2. Select the background check iform.

- Background Check
- Create Position
- Cancel Requisition
- Delimit Position
- Hire
- Reorg Position
- Reclass Position
- Open Requisition
- Transfer
3. Fill in the Last Name, First Name, and E-mail address field.
4. If they are a foreign national without a current SSN# change the default to Y(es) otherwise leave N(o).
5. Press submit.

6. This will route to the HR Background Check Center and an invitation is sent to the address in the E-mail field.

7. The invitation contains a link to complete a background check with Duke’s Background check vendor. (Encourage to complete as soon as possible.)

8. Background check times vary (most results are back within a couple of days, but some take longer depending on place of residence).

9. When the results are returned the HR Background Check Center will send to the position approver for approval. The hire form can then be initiated.

10. An approved Background check form will look like this in iForms Overview:
    - Open / For Approval – form submitted and waiting on approval (either BGCC or department)
    - Closed / Approved – form has been approved by BGCC and department