

## FAQs for Criminal Background Checks (CBC)

### How will a finalist be notified that a CBC must be authorized online?

- For **jobs posted** in eRecruit the finalist will receive an email from our CBC vendor, after the Recruit team has received a signed offer letter.
- For **jobs not posted** in eRecruit, the Unit will need to complete a Criminal Background Check (CBC) Request Form; the Recruit team will submit the candidate information with our vendor.

### Who is considered a final candidate?

Applicants who have accepted an approved offer are finalists. The CBC is not an applicant screening tool.

### What should the candidate do if they do not receive an email from the vendor?

Applicants should be asked to check their spam folder. If they cannot locate the email, they should notify [employment@umsl.edu](mailto:employment@umsl.edu)

### Do we need to run CBCs on student titles?

No, UMSL does not run CBCs on student titles. See link for a list of student titles:  
<http://www.umsystem.edu/ums/rules/hrm/hr200/hr204>

### How will I find out the results of the CBC?

The Unit will be notified when there is an approval for hire.

### Will the detailed report of the CBC be shared with me?

No. However, if the report includes convictions, the recruit team or your HR Partner may contact you for additional information regarding the nature/details of the position.

### What is the turn-around time for getting the CBC results?

Please allow a minimum of 5 business days for results. (Results can take longer depending on multiple residencies, overseas residences, name changes, and data entry errors by candidate.)

### How does UMSL obtain criminal background information?

The University contracts with Sterling Talent Solutions, Inc. to search databases using the personal information finalists provide in the online profile (e.g. SSN, driver's license number, birthdate, etc.)

### If my final candidate does not have access to a computer, how can they complete the online CBC process?

HR has computers that final candidates may use to complete the online process. If possible, you may also allow your candidate to use a computer in your department. The CBC vendor form is also compatible with mobile devices.

**Will the final candidate know when they have successfully submitted a request?**

The finalist will see a confirmation when their information has been successfully submitted.

**If my final candidate is disqualified due to CBC results, who will communicate that information to the candidate?**

HR will send an email to the Hiring Manager. The Unit is responsible for contacting the finalist to withdraw the offer. The finalist will receive a letter from the vendor regarding their ineligibility for hire.