

# Background Screening Tips for Candidates

Tips for completing the background and drug screening process through HireRight.

## **Hello and welcome!**

The University of South Carolina (UofSC) utilizes the HireRight E-Link program to conduct background and drug screenings. This program allows UofSC applicant's to enter personal information into a secure web based platform provided by HireRight. Once your background check is initiated by UofSC, you will receive an email from HireRight providing login details.

As you begin the next step of your employment journey, HireRight has been asked by your potential employer to help verify your background information. Please make sure you have the information listed below available before you begin the process.

1. Your social security number.
2. Your date of birth.
3. Your driver's license information.
4. Your current and previous addresses, including zip codes for the past 7 years.
5. Your current and previous employment history for the past 7 years.
6. Your current and previous employer's addresses, including zip codes for the past 7 years.
7. Your employment start and end dates, including month and year.
8. Your education history starting at the bachelor's level, unless instructed differently by your hiring department.

## **HireRight may contact you after you enter your background information.**

HireRight may need your help along the way to be sure we have accurate information to complete the background verification process. If they have a question, you will be contacted by a representative from HireRight. For your benefit, we want your information verified as quickly and accurately as possible so your hiring manager has the information they need to make a hiring decision.

## **What you will need during the background verification process.**

- ✓ **Login**

- You will receive login credentials from HireRight or your Background Screening Team member. Enter the login information as you start the background screen; you can change the password after your first login.

### ✓ **Personal Information**

- **Address:** Enter your full address including district, zones and postal codes as applicable to your location.
- **Name:** Enter your full legal name; please do not enter initials only.
- **Contact Details:** Enter your valid email address and phone number (mobile, residence number).

### ✓ **Education**

- Enter your highest level of education completed/attending – if you are a graduate, enter the school or college/university name.
- **Start Date:** When you started the course (month and year) at the above school or college/university.
- **End Date:** When you completed your degree/graduated (month and year) at the above school or college/university.
- **Degree Received-Date:** Graduation (if you do not have this date, leave blank).
- Enter the degree-received information by selecting options from the drop down menu
  - If you have not completed the degree from the school or college/university you submitted, indicate “NO”.
- **Major – Field of Study:** For non-graduates, enter “Other” in the major field.

#### **Documents that may be required to complete your education verification:**

- **Copy of degree** (may be required); and/or
- **Signed release form.**
- *Contact information for the school/college/university and/or a Student ID may be required.*

### ✓ **Employment**

- Enter complete information for your recent employers – maximum of three (3); minimum of one ( 1).
- For candidates who do not have work experience, select the “Not applicable” option on top of the employment page.
- Job Title, Start & End Dates at each employer must be entered. (Salary is not mandatory.)
- Employer’s contact details (e.g.: name of human resources contact, phone number, email address) – enter in the “Additional Comments/Questions” section.

#### **Documents that may be required to complete your employment verification:**

- **Experience letters** (may be required if verification of employment cannot be obtained through your previous employer);

- **Copy of your first and last paystubs**, or tax forms that verify your start and end date of employment; and/or
- **Signed release form.**
- *Past or current employment Employee ID, supervisor's name/number, and department name may be required.*

✓ **Public Records Search**

**Documents that may be required to complete your searches:**

- **Criminal Records Checks:** Name, date of birth, consent form, and copies of two (2) pieces of Identification. Certain zones, provinces, or local jurisdictions may require specific consent forms; if this is the case for your location, you will receive a request that identifies documents needed.
- **Passport Verification:** Photocopy of the Machine Readable Zone (MRZ) – two rows of alpha numeric characters located at bottom of the page. Depending on passport, this may be on the first two or last two pages.
- **Identification Check:** Full name, date of birth, address, national or specific country ID number, and general release form.
- **Credit:** Full name, address, date of birth, and consent form.

**For questions please contact a member of the Background Screening Team at (803) 777-3111 or contact HireRight directly at (866) 521-6995.**