The below “work flow” is intended to reflect activity to process a new hire within HRMS, to verify employment eligibility, and to complete a background check. These actions would take place after the unit has completed: a) consideration of candidate-disclosed credentials and any criminal background, b) employment offer is extended, and c) candidate has accepted employment. (Unless specified elsewhere, procedures for these pre-hire activities are determined by units. IU policies require the completion of the IU Employment Application form for all Staff and Hourly employees before offer of employment is extended.)