The “work flow” is intended to reflect activity to process a background check for employees, students or volunteers. Refer to the IU policies for background checks and programs involving children for more information. If the background check is initiated by the unit, the unit must receive a signed authorization for the background check before processing the background check (i.e. criminal convictions, sex offender registry, and SSN validation). IU policies require the completion of the IU Employment Application form for all Staff and Temporary employees before the background check is initiated.

**Background Check Process**  
(IU Units must use GIS)

**Is the background check being ordered by the Unit**, or the Student or Volunteer?  
(Background checks for employment purposes must be ordered by the Unit)

- **The background check is ordered by the Unit**  
  (The University consent form must be signed prior to ordering the background check)
  
  - Unit enters personal data into GIS Employment Eligibility systems to initiate a Background Check  
    (Destroy any written record of the personal data)
  
  - Unit selects the appropriate background check package based on the purpose and the person’s category  
    (The package determines the adjudication process)

- **GIS provides the results of the background check.**  
  “Meets University standards – Employment & PIC” or “Pending”

  - A background check that results in “pending” requires additional review and adjudication. The check will be adjudicated by a campus HR office, University HR, campus Academic Affairs, risk management or University Public Safety depending on the person’s category. The check will be assigned a “Meets or Does Not Meet University Standards”.

  - The appropriate office above works with the unit during the adjudication process, and if the results of the background check “Does Not Meet University Standards”.

- **The student or volunteer registers on backgroundchecks.com, enters in their personal data, and purchases the University approved background check package**

  - Backgroundchecks.com will notify the student or volunteer by email when the background check is complete

  - Backgroundchecks.com provides the results of the background check.  
    “Meets IU PIC Policy Criteria” or “Pending”

  - A background check that results in “pending” requires additional review and adjudication. The University Public Safety office will adjudicate the results and assign “Meets or Does Not Meet IU PIC Policy Criteria”.

  - The student or volunteer must provide a copy of the background check certificate to the Unit. The certificate displays the results.

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1 Unit refers to RC, schools or departments except at the regional campuses
2 GIS system users must be approved by unit management