Job Action Request (JAR)

Activity Guide at a Glance

Things to remember for a successful background check (BGC)

Activity Guide

Task Progress 0

- ✓ Initiate Job Request
- ✓ Approve - Unit/College Level
- ✓ Monitor Background Check
- ✓ Confirm Job Request
- ✓ Review Job Data
- ✓ Approve - Central Office
- ○ Populate Education Data

Initiate Job Request:

A search-match MUST be performed prior to initiating any JAR hire transaction.

For new hires/people unknown to system — enter the email address and legal name from NC State application (Entering the HP # on the JAR transaction will pull in the NC State application to the attachments on the JAR, but REMEMBER to confirm both legal name and email address prior to initiating the JAR hire process).

For rehires/people known to the system — make sure to enter the correct EMPL ID.

Double check the position description to ensure proper duties are indicated and select the appropriate Background Check (BGC) package(s) in BGC section.

Attach References (references may be used when making BGC decisions)

Approve – Unit/College Level (if applicable): The department approver can "push-back" a transaction that has incorrect information – even BGC related information. The form has not yet been sent to the candidate. Correcting errors now will save time down the road and avoid additional steps.

Monitor Background Check:

JAR Submitted Date – the JAR transaction has been submitted.

Sent to Vendor/Applicant Date – this timestamp will usually match the above JAR Submitted Date timestamp and indicates that the candidate has been sent the email that allows access to the electronic form, but it has not yet been completed. Reminder notifications are sent by the vendor. If no timestamp is present but the JAR has been submitted, it could be because the hire date is more than six months out.

Applicant Submitted Date – The candidate has completed and submitted the form, and the check is in process. The initiator will receive an email when the applicant submits the form. Note that this timestamp in JAR will populate at the same time as the Vendor Completed Date but with different timestamps.

Vendor Completed Date – The vendor has completed the check and results have been returned to the NC State BGC team for review and an endorsement decision. Data is received three times per day (9AM, 12PM, 3PM).

BGC Completed Date – the NC State BGC team has completed all steps. This could mean an endorsement, a non-endorsement, an exception, a canceled order, or no BGC was needed.

Confirm Job Request: Though this step will always show on your Activity Guide as a "bus stop," only a few transactions will actually "stop" here before the department can proceed. If the initiator selected either driving or handling money BGC packages at the time of the JAR initiation, but there are concerns about these types of duties based on the BGC results, the BGC team will notify the initiator to discuss. If the hiring department chooses to proceed with hiring the individual, the transaction will route to Confirm Job Request to receive the hiring department's approval.

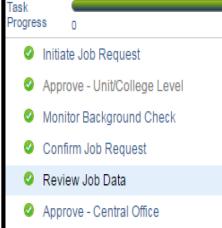Suggestion: document who approved in Comments for Reviewers/Approvers.

Review Job Data: Revisit the Initiate Job Request page and ensure BGC information was correct. If incorrect information was listed, the initiator will need to contact the BCG team and follow a "push-back" process. The transaction should not proceed to final approval until an updated BGC endorsement has been made — this will be a manual process. **Remember—you will be able to edit the start date here.**

Approve — Central Office: Central HR will see the approval through the system and review the transaction and supporting documentation and either approve the transaction or reach out to the initiator if there are discrepancies.

Populate Education Data: The BGC team will update the education panel with the information verified during the BGC. "Foreign Education Verification Exceptions" will remain on this step until completed by the vendor.