

How do background checks work?

(Always ensure that the email on the contact tab is correct before you start any post offer process)

IF....

1.

The candidate has completed the confidential data form and indicated “no” for physician:

The screenshot displays the iCIMS Emory interface. On the left, the candidate's profile for Edikan E. Archibong-Ogunna is shown, including their ID (753129), current status (VOLCURRENT), and contact information. The main area shows the 'iForms Center' with the 'EMORY CONFIDENTIAL DATA FORM' open. The form contains the following information:

- Legal First Name: Edikan
- Legal Middle Name: E
- Legal Last Name: Archibong-Ogunnaike
- Address 1: 1012 Stockwell LN
- Address 2:
- City: Cary
- Country: United States
- State: North Carolina
- Zip: 27519
- Do you have a valid Social Security Number? Yes
- Social Security Number: 591-99-4354
- Date of Birth: 7/29/1983
- Gender: Female
- Are you Hispanic or Latino? No
- Please identify your Race(s): Black or African American
- Physician, Physician Assistant and Nurse Practitioner Credentialing (if applicable): Are you a physician, physician assistant, or nurse practitioner requiring credentialing? No
- Signature: Edikan Archibong-Ogunnaike 8/4/2023 11:12 PM (checking the checkbox above is equivalent to a handwritten signature)

A red arrow points to the 'No' checkbox in the 'Physician, Physician Assistant and Nurse Practitioner Credentialing' section.

2.

The offer details form is completed and the prestart has been launched.

The screenshot displays the iCIMS interface for Edikan E. Archibong-Ogunna. The left sidebar shows the user's profile with details such as ID 753129, title '9263 - Adjunct Assistant Professor', and education level 'Ph.D.'. Below this, there are buttons for 'Reject' and 'Advance', and an 'Apply for' button highlighted with a red arrow. The main content area shows the 'EMORY CONFIDENTIAL DATA FORM' with the following information:

- Legal First Name: Edikan
- Legal Middle Name: E.
- Legal Last Name: Archibong-Ogunnaike
- Address 1: 1012 Stockwell LN
- City: Cary
- State: North Carolina
- Country: United States
- Zip: 27519
- Do you have a valid Social Security Number? Yes
- Social Security Number: 591-99-4354
- Date of Birth: 7/29/1983
- Gender: Female
- Are you Hispanic or Latino? No
- Please identify your Race(s): -Black or African American
- Physician, Physician Assistant and Nurse Practitioner Credentialing (if applicable): No
- Signature: Edikan Archibong-Ogunnaike 8/4/2023 11:12 PM (checking the checkbox above is equivalent to a handwritten signature)

The bottom of the screen shows the Windows taskbar with the date and time: 12:49 PM, 3/1/2024.

3.The candidate screening question for sponsorship is “no”

The screenshot displays the iCIMS Emory interface for a candidate named Edikan E. Archibong-Ogunna. The left sidebar shows the candidate's profile with contact information and activity logs. The main content area displays the 'Person Screening Question Responses' for the 'Screen' tab. A red arrow points to question 7, which has been answered 'No'.

Person Screening Question Responses

- Are you at least 18 years of age?
Yes
- Are you an Emory University graduate?
No
- The name of the institution where you completed your highest level of education?
University of South Florida
- Are you related to anyone currently employed with Emory University, Emory Healthcare or Emory University Affiliates?
No
- If yes, then who?
- Are you interested in temporary employment opportunities?
No
- Will you now or in the future require sponsorship (H-1B, etc.)?
No
- At Emory all employees are required to obtain a seasonal influenza vaccination or have an approved exemption. Exemptions are provided based on certain medical contraindications or legitimately held religious practice. I understand adherence to this policy is a condition of employment at Emory Healthcare. For more information on the University or Hospital policies, including exemptions, please see our website.
Yes
- Have you ever been excluded from participation in Medicare, Medicaid or any other Federal health care program?
No
- If so, please give the dates of the exclusion:
- Have you ever been reinstated to participate in Medicare, Medicaid or any other Federal health care program?
No
- Are you currently excluded from participation in Medicare, Medicaid or any other Federal health care program?
No
- Have you received notice that you are under review for possible exclusion from Medicare, Medicaid or any other Federal health care program?
No

Then:

Central HR will launch the background check process.

A link will come from HireRight to the candidate email.

You can check the status!

View the contact tab and look for the “Complete” message. Once you see that you can continue hire workflow.

The screenshot displays the iCIMS HR system interface. The candidate profile for Yuqian Huang is shown, with the 'Contact' tab selected. The 'GENERAL INFORMATION' section is expanded, and the 'Faculty Background Check' status is 'Complete'. A red arrow points to the 'Complete' status. The 'CONTACT INFORMATION' section shows the candidate's phone number (0086-18874229674) and address (651 Dongfeng East Street, Nuclear Medicine Department, Sun Yat-sen University Cancer Center, Guangzhou, Guangdong 510060, China). The 'Activity' section on the left shows a list of recent activities, including 'Form Updated' and 'Profile Edited'.

GENERAL INFORMATION

Faculty Background Check
Complete

Faculty Background Check Date
10/3/2023

Legal First Name
Yuqian

Preferred First Name
Yuqian

Legal Last Name
Huang

Email
huangyq1@sysucc.org.cn

Original Candidate Email
huangyq1@sysucc.org.cn

Person Folder
EmpNew Hire

Updated: 1/5/2024 1:04 PM
Created: 9/6/2023 11:43 AM

CONTACT INFORMATION

Phones

Work
0086-18874229674
DEFAULT

Addresses

Work
651 Dongfeng East Street, Nuclear Medicine Department, Sun Yat-sen University Cance...
Guangzhou, Guangdong 510060
China
DEFAULT

Activity

All Activities

- Form Updated 2 months ago
- Profile Edited 2 months ago
By Tricia Williams
For Yuqian Huang
Read More
- Workflow Profile Edited 2 months ago
For Yuqian Huang to Visiting Fellow
Read More
- Form Updated 2 months ago
- Workflow Profile Edited 2 months ago
By Tricia Williams
For Yuqian Huang to Visiting Fellow

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