

Conducting Background Checks in PageUp



MISSISSIPPI STATE
UNIVERSITY™

Department of Human
Resources Management

Once the MSU Onboarding Form has been completed, you must change the individual's status by clicking [here](#). **You should not perform a bulk action.** Then, you must select one of the following statuses from the drop down:

- **Background Check Request**
- **No background check needed/Hired (Final)**, if no background screen is needed.

Then, click **Next**.

test_job_289561 (492524)

Search Results

Submitted	Status	First Name	Last Name	Phone	Mobile	Email	Country	State	City	Ref.	Score	Dup	Undisclosed:	Employee Source	Sub-source	Flags	
	New	Jenny		1112223333													
Jul 29, 2016	New	Rhonda		555-876-4567	783-986008												
Jul 30, 2016	New																
Jul 30, 2016	New																
Jul 30, 2016	New																

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Change application status

- New
- Did not Meet Minimum Qualifications per HRM Screening (Final)
- Under Review for Position (Screening)
- Did not Meet Minimum Qualifications (Screening/Final)
- Applicants Interviewed/Not Hired (Final)
- Applicants Not Selected for Interview (Final)
- Prepare Offer (Offer)
- Make Online Offer (Offer)
- Offer Accepted (System status)
- MSU Onboarding Form Complete (System status)
- Background Check Request**
- Background Check Pending
- Background Check Completed/Hired (Final)
- Not Hired - Unsuccessful Background Check
- Offer Rescinded (Final)
- Offer Declined (Final)
- No background check needed/Hired (Final)**
- Application Withdrawn (Final)
- Ineligible (Final)
- Offer Removed

Submit Next > Cancel

*For **Student Workers** and **Graduate Students**, submit a paper Background Authorization Form to HRM for positions subject to a background screen.*

University employees who are moving to a new position within the University and reclassifications will not receive a background check unless they have not had one and will become subject to one under the Minor Protection Policy. Former employees, including rehired retirees, with a six-month break in service or after any break in service if the former employee has never had a criminal background check, are subject to a criminal background check.

See Policy HRM-60-122, Criminal Background Checks.

- In the drop down for Background check, select **Basic Package AppStation**. Please check with HRM before selecting other packages.
- Scroll all the way to the bottom of the page and click **Move now**.

Background checks

Background check package: **Basic Package AppStation**

The applicant does not have a country and state selected, which is required to complete this background check. Please select the country and state below.

Country:* **United States**

State/District:* **Mississippi**

Additional users from Job: Yes No

Status	Date	Time	User
<input checked="" type="checkbox"/> Assessment 1	May 13, 2019	11:12 am	Harry Hire
<input checked="" type="checkbox"/> New application	30 Jul 2016	12:14 am	PageUp Administrator
<input checked="" type="checkbox"/> Online test 2	Jun 20, 2022	12:35 pm	Harry Hire
<input checked="" type="checkbox"/> Online test 3	Jun 20, 2022	12:37 pm	Harry Hire
<input checked="" type="checkbox"/> Pre-offer check	Dec 6, 2016	1:18 pm	Harry Hire
<input checked="" type="checkbox"/> Unsuitable - at this time	Jan 20, 2017	2:56 pm	Harry Hire
<input checked="" type="checkbox"/> Online test 1	Jun 20, 2022	3:04 pm	Harry Hire
<input type="checkbox"/> Interview 1			--
<input type="checkbox"/> Interview 2			--
<input type="checkbox"/> Line manager review 1			--
<input type="checkbox"/> Offer accepted			--
<input type="checkbox"/> Offer declined			--

Move now Cancel

Once the applicant is moved to this status, Truscreen is notified to send an email to the applicant requesting authorization to conduct the background screen.

Reminder emails are currently setup to trigger every 24 hours for a total of two notifications.

Once the applicant completes the background authorization, the status will automatically move to **Background Check Pending**. *Do not manually move to this status.*

test_job_289561 (492524)

Search Results

All Submitted Status

Jul 30, 2016	Background Check Pending
Jul 29, 2016	New
Jul 30, 2016	New
Jul 30, 2016	New
Jul 30, 2016	New

test_job_289561 (492524)

Search Results

All Submitted Status

Jul 30, 2016	Background Check Completed/Hired (Final)
Jul 29, 2016	New
Jul 30, 2016	New
Jul 30, 2016	New
Jul 30, 2016	New

Once the background check has been completed, the status will automatically move to **Background Check Completed/Hired (Final)**. *Do not manually move to this status.*

HRM will notify the department if further action is needed.

For more information, please contact HRM at 662-325-3713.