

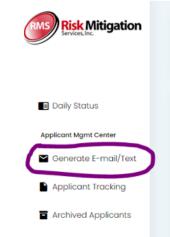
Background Checks for GRA/GTA/GA and Staff Assistants

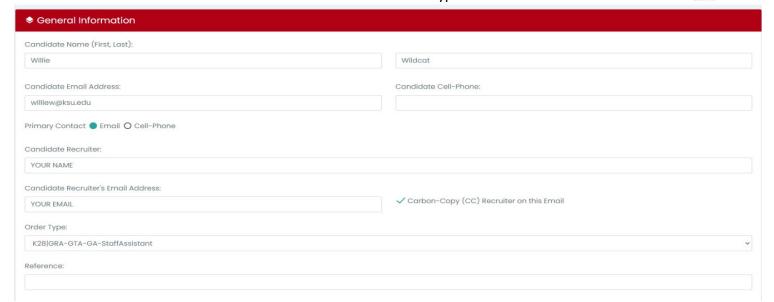
Some candidates for employment are not hired through the PageUp application process (primarily GRA/GTA/GA/Staff Assistant roles) but still require a background check. K-State partners with Risk Mitigation to conduct background checks, and the process for HCS liaisons to request a background check for these specific roles are outlined below. There is no change to the process for those hired through PageUp. Click HERE to review K-State's policy on background checks.

- 1. If this is your first time requesting a background check, you will need to complete <u>THIS FORM</u> to request access to Risk Mitigation. You will be sent an email with log in credentials from <u>Ben@riskmitigation.us</u> within one business day.
- 2. Once you have received credentials from Risk Mitigation, log in at: https://riskmitigation.us/

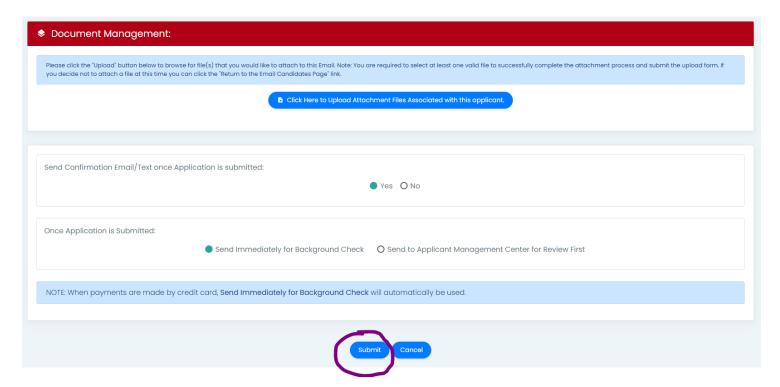
*NOTE: Bookmark this page and save your log in credentials for future use. If you face issues logging in, please try opening a new browser.

- 3. Once logged in, select Generate E-mail/Text.
- 4. Complete the **General Information** section as follows:
 - Enter candidate first and last name
 - Enter candidate email
 - Enter your name/email for recruiter information
 - Select "CC" if you want a copy
 - Select "K28 GRA-GTA-GA-StaffAssistant" order type





- 5. The **E-mail/Text** section is what will go to the candidate. Do **NOT** alter this.
- 6. Scroll to the bottom of the screen and click **Submit.** You will receive a confirmation of your submitted request from info@riskmitigation.us



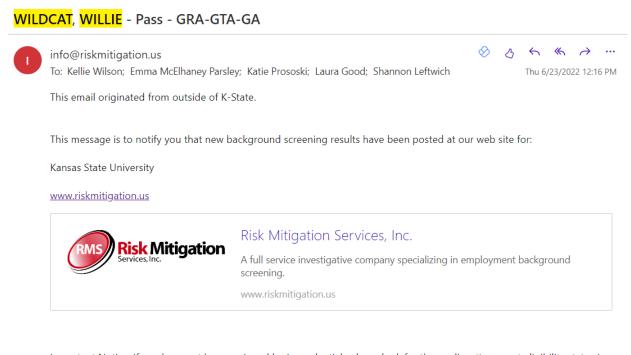
7. The candidate will receive an email from Risk Mitigation (email address: backgroundchecks@securescreening.info) with the subject "Authorization to Conduct a Background Check for Kansas State University". We suggest reaching out to alert the candidate to watch for this email and to check their SPAM.

Risk Mitigation will automatically send a reminder to the candidate two days after the initial request and again five days after the initial request if they do not respond to the request for authorization.

In the rare case where a candidate does not receive the authorization, you may share this link with them directly: https://t.secure-screening.net/y/r8Y6SkE. Please only share this if a candidate cannot access the email sent by Risk Mitigation directly.

8. You will receive a notification from Kstatecareers@ksu.edu when the applicant has submitted their authorization for the BG check. Nothing further needs to be done at this time.

9. Once the BG check is complete and CLEAR – you will receive the notification below from info@riskmitigation.us to attach with the new hire paperwork for HCS, and the new employee may begin work if all other documents are in place.



Important Notice: If you have not been assigned login credentials please look for the applicant's current eligibility status in the subject line.

Thank you for your business!

10. In the case that a candidate is **NOT** cleared or there are further questions, Talent Acquisition will notify you directly.

Reach out to your <u>Talent Acquisition Partner</u> with any questions.