

Quick Reference: **Background Status Definitions**

This document contains descriptions of the background statuses available within Workday. Hiring managers and other authorized individuals can view the status of the background check in Workday on the candidate's profile.

Awaiting Completion

The background check has been submitted to HR and is being processed. The screening consists of verification of employment (work experience), education/graduation, primary source verification of any licensure/certification/registration, and fingerprint/criminal history background check. Individuals with appropriate Workday roles (including hiring managers) have access to view the status of each portion of the background check in Workday.

*At this status, the candidate is not authorized to begin working.

Approved Pending

This status generally only applies to external candidates. Approved pending indicates that the fingerprints have been collected and any licensure/certification/registration required for the position have been primary source verified.

Important: Approved Pending status DOES NOT mean that the results have been cleared. Individuals with appropriate Workday roles have access to view the status of each portion of the background check in Workday. The background check is still on-going and status updates will be reflected on the applicant screen.

*At this status, departmental leadership may authorize a new employee to start work prior to completion of the background check. The below steps are required before departments authorize candidates to start work in a pending status:

1. The hiring manager confirms with departmental leadership that they are authorized to allow employees to start employment in a background pending status.
2. The hiring manager has a dialogue with the candidate. The candidate is informed by the manager that...
 - a. ...they may be starting work in advance of the background check being completed.
 - b. ...their employment is contingent upon successful completion of the background check process.
 - c. ...if the background check cannot be passed after the individual has started work they may be suspended while an investigation proceeds and if necessary their employment may be terminated.

If your candidate's hire date is approaching and you do not wish for them to start work in this status, you may email the HR Service Center at hrservicecenter@umc.edu to request that their start date be adjusted.

Passed

All components of the background check have been completed and the candidate is authorized to proceed through the hire/transfer process.

Did Not Pass

One or more components of the background check could not be approved for hire. The background evaluation is position-specific and the status of "Did Not Pass" does not necessarily indicate that the candidate is not eligible for employment at UMMC, but may only indicate that the candidate could not be qualified for the specific position to which he or she has applied. If the candidate has any questions or reaches out to the hiring manager, please direct the candidate to the Human Resources team. It is not necessary for the hiring manager to explain to the candidate the reason for him or her being ineligible for the position.