

# Candidate/Appointee Guide for Completing Multiple Background Check Invitations

## Introduction

Candidates/appointees may be considered for more than one appointment at UNC-Chapel Hill at the same time. The background check is specific to each appointment and the background check components may vary based on appointment requirements. As a result, the candidate/appointee must complete a separate background check questionnaire for each background check.

When a candidate/appointee has more than one active background check invitation at a time, they must follow the steps outlined below to complete the background check questionnaire for each background check invitation.

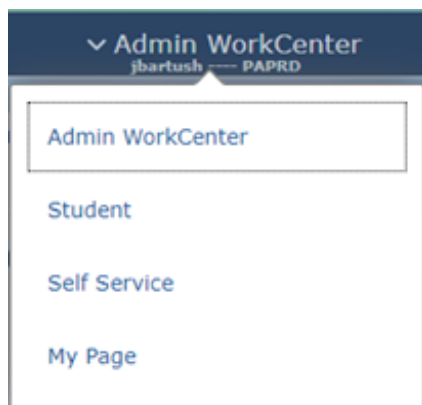
## Before You Begin

Before you begin, pull together relevant information for the background check questionnaire including previous names/aliases used, previous addresses, adult criminal history, driving, education, and professional licensure information.

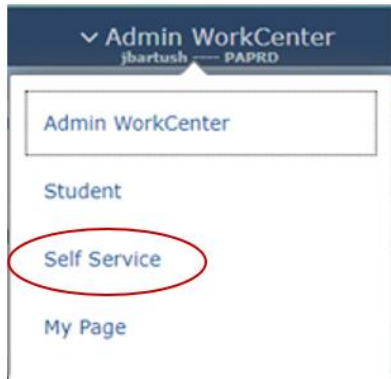
## Selecting a Background Check Invitation

Follow the steps below to select which background check invitation you will complete.

1. Use the secure link that is included on the background check email to access the university's ConnectCarolina system.
2. At the login prompt, enter your Onyen or Guest ID and password.
3. Navigate to the **Admin WorkCenter** located at the top center of the ConnectCarolina home page.



4. Click on the down arrow and select **Self Service** from the menu.



- On the **Self Service** homepage, click on the **Background Check** tile.



- When you have more than one active background check invitation, the following **Search Criteria** screen will display.

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

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**▼ Search Criteria**

Person ID

Requisition ID

**Search**  [Basic Search](#) [Save Search Criteria](#)

Search Results

View All 1-2 of 2

Requisition ID	Department ID	Department Name	Appointment Title	Position Number	Requested By
2112302	318200	Biology	Adjunct Instructor	45645645	Alex Smith
2112303	260108	HR Information Mgmt	Consultant	NA	Alex Smith

- Click on the **Requisition ID** for the background check questionnaire you would like to complete. Note: Do not enter data in the Search Criteria section.

**Find an Existing Value**

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**Search Criteria**

Person ID begins with

Requisition ID begins with

**Search** **Clear** Basic Search Save Search Criteria

**Search Results**

View All 1-2 of 2

Requisition ID	Department ID	Department Name	Appointment Title	Position Number	Requested By
2112302	318200	Biology	Adjunct Instructor	45645645	Alex Smith
2112303	260108	HR Information Mgmt	Consultant	NA	Alex Smith

## Completing the Background Check

Follow the steps below to complete the candidate background check questionnaire.

- Complete the background check questionnaire, Disclosure and Authorization, and click the submit button.

Requisition ID 2112304

Once you have completed all fields, click Submit to finalize and submit the form. **Note: You cannot make changes to the form once it has been submitted.**

Once you have successfully submitted the form, the Print button will appear. To print a copy of the form, click the Print button. To exit the form, close this window and log out of ConnectCarolina. If you have any issues with this form or the information you have entered, please contact the Background Check Office at backgroundcheck@unc.edu.

**Personal Information**

First Name	William	Middle Name		Last Name	Goat	Name Suffix	
*Contact Phone	<input type="text" value="919/787-8877"/>						
*Email Address	<input type="text" value="uncbgc+2112304@gmail.com"/>						
*Country	<input type="text" value="USA"/>						
*Home Address	<input type="text" value="123 Test St"/>						
Home Address Line 2	<input type="text"/>						
*City	<input type="text" value="Chapel Hill"/>	*County	<input type="text"/>	*State	<input type="text" value="NC"/>	*Postal Code	<input type="text" value="27749"/>
SSN	XXXXXXXXX <input type="checkbox"/> International Applicants: Check here if you do not have a Social Security Number						
Gender	M	Date of Birth	10/10/1910	Birth Country			

- Once you have submitted the background check questionnaire, you will be directed back to the Self Service home page.
- Repeat steps 1-8 above to complete the next background check invitation and questionnaire.

## Questions?

If you should have any questions, contact the Background Check unit, Monday-Friday, 8:00am-5:00pm EST at (919) 962-5742 or [backgroundcheck@unc.edu](mailto:backgroundcheck@unc.edu).