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

6. 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.

   ![Search Criteria](image)

   **Search Criteria**

   - **Person ID** begins with 730
   - **Requisition ID** begins with

   ![Search Results](image)

   **Search Results**

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>Department ID</th>
<th>Department Name</th>
<th>Appointment Title</th>
<th>Position Number</th>
<th>Requested By</th>
</tr>
</thead>
<tbody>
<tr>
<td>2112302</td>
<td>318200</td>
<td>Biology</td>
<td>Adjunct Instructor</td>
<td>45645645</td>
<td>Alex Smith</td>
</tr>
<tr>
<td>2112303</td>
<td>260108</td>
<td>HR Information Mgmt</td>
<td>Consultant</td>
<td>NA</td>
<td>Alex Smith</td>
</tr>
</tbody>
</table>
7. 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.

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

9. Once you have submitted the background check questionnaire, you will be directed back to the Self Service home page.

10. 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.