

Overview of Criminal Background Check Packages through HireRight & Best Practices on Conducting Checks as of 06/20/2023

What's Included in the Criminal Background Check Packages?

Name of Package & Cost	Standard Package	Additional Checks
Regents Standard Package - \$23.54	<ul style="list-style-type: none"> • Criminal Felony & Misdemeanor • Federal Criminal • Statewide Criminal • SSN Trace • SSN validation • Widescreen Plus National Criminal 	None
Regents Standard + Education Package - \$27.04	Same as above	Education Report – highest degree
Regents Caregiver Package - \$15.84 <i>plus surcharges</i>	Same as above	Healthcare Statewide Criminal
Regents Executive Package - \$64.54	Same as above	Adverse Media Search Education Report – highest degree Employee Credit Report
Regents Standard + Employment - \$32.29	Same as above	7-year employment history – up to 3 employers
Regents Standard + Employment + Education - \$35.79	Same as above	7-year employment history – up to 3 employers Education Report – highest degree
Regents Standard + Credit - \$26.04	Same as above	Employee Credit Report
Regents Standard + GSEC - \$29.54	Same as above	Global Sanctions and Enforcement

Definitions

Adverse Media Check: Searches public media sources to identify reportable adverse media information attributable to your candidates. Adverse Media Search uses established English language international media sources including internet searches to automatically identify adverse information reported in public media. The product does not search social media sites or platforms for adverse information. This search checks sources against a standard list of keywords. When a record potentially associated with the candidate is found, HireRight applies matching and reporting guidelines, using a combination of several of the candidate's personal identifiers to verify a match.

County Criminal, Felony, and Misdemeanor Records Search: Identifies potential felony and misdemeanor criminal history records by searching county court records in the requested jurisdiction(s) that correspond to the candidate's address history.

Credit History Check: Reviews the credit history of a candidate as reported by a U.S. nationwide credit reporting agency; providing information such as account status, accounts in collections, and inquiries by third parties.

Education Verification: Confirms a candidate's credentials by verifying that a degree, certificate, or diploma was awarded by an accredited educational institution. Verifications can be conducted worldwide and are obtained either directly with an institution or from its authorized agent.

Employment Verification: Verifies a candidate's work history, such as company names and locations, dates, positions or titles held along with compensation (if required), directly with former employers or their authorized agents.

Federal Criminal Records Search: Identifies whether a candidate has a history of federal crimes, which are prosecuted in the United States District Courts and generally include incidents that violate federal law or occur on federal property.

Global Sanctions and Enforcement Check (GSEC): Identifies restricted, sanctioned, and prohibited individuals by searching a database comprised of information from nearly 1,800 U.S. and international government and regulatory enforcement organizations. Applicable primary public record source searches are conducted on any potential records identified, and only records validated with the primary source are reported.

Healthcare Statewide Criminal Check: Performs a search of statewide repository (where available) of criminal history information that may contain records of misdemeanors, felonies, and traffic offenses committed by an individual.

Social Security Number Trace: Provides the name and addresses associated with the use of the individual's Social Security Number. This information may be used to conduct additional public records searches within the jurisdiction corresponding to the candidate's address and assists in detecting an inaccurate SSN.

Social Security Number Verification: Verifies that the name and SSN provided by the individual matches by verifying the information directly with the Social Security Administration (SSA).

Statewide Criminal Search: Reveals a candidate’s criminal record history in a specified state, as reported by the available statewide criminal history database.

Widescreen Plus: Broadens the review of a candidate’s criminal history by searching additional databases (such as sex offender registries) to locate potential criminal records data. This is a “tip or lead” search that enables organizations to identify additional jurisdictions to search beyond a candidate’s known address history and stated work/school locations. Primary source searches are conducted and only records obtained from the primary source are reported.

How to select a package

Name of Package	Requirements & Recommendations	Examples of positions
Regents Standard Package	Standard, or ‘base’ check that is required for new hires for a UW System position	
Regents Executive Package	Recommended for executive level positions within Salary Grade 99 (Executive Salary Ranges)	President Executive Vice President Senior Vice President, Vice President, Chancellor, Vice Chancellor/Provost/Campus Dean (e.g. Campus Executive Officer), Associate Chancellor/Associate Vice President Associate Vice Chancellor/Associate Provost/Dean Assistant Chancellor/Assistant Vice President Assistant Vice Chancellor Associate Dean Assistant Dean

<p>Regents Standard + Education Package</p>	<p>Recommended for positions that include a degree as a required qualification within the position description/announcement.</p>	<p>Alternative Option: Verification can be provided from the applicant in the form of:</p> <ul style="list-style-type: none"> • A letter from the authorized university official that degree requirements have been met by a specific date; • A photocopy of an official transcript showing the date of the degree, or • A photocopy of the degree certificate <p>Or by requesting the education package through HireRight</p> <p>It is recommended that this verification be completed before making an offer of employment; in all cases requiring such, these verifications should be completed within 30 days of making the offer of employment.</p>
<p>Regents Standard + Credit Package</p>	<p>Recommended for positions with fiduciary duties, Salary Grade 28 and above. Examples of these positions include duties with extensive authority to commit financial resources of the university or with extensive fiduciary responsibility for financial resources of the university.</p>	<p>Financial Reporting Director Controller Budget Director Business Affairs Director Chief Financial Officer Finance Associate Director</p>
<p>Regents Standard + Employment</p>	<p>At institution discretion</p>	
<p>Regents Standard + GSEC</p>	<p>If an applicant has been in the U.S. for less than 7 years, or lists a foreign address, this package should be selected and run.</p>	<p>If international status is learned after initial entry of the CBC, then the international address and check need to be added as an 'a la carte' item to the CBC request in HireRight in order for the international CBC to be conducted.</p>

<p>Regents Caregiver Package</p>	<p>Does not fully satisfy the requirements for childcare workers associated with https://dcf.wisconsin.gov/ccbgcheck. The DCF required check includes a fingerprint check, which is not part of the HireRight package. The Healthcare check that's included in this package is a regulated criminal search, which is a more robust criminal check than a normal statewide criminal search would be.</p>	<p>Recommended for nursing, healthcare, and other similar positions.</p>
<p>Department of Children and Families background check</p>	<p>Should be run on adults in certified child care settings. If a camp or childcare center is regulated by Department of Children and Families then employees working there must run this check. This includes student teachers conducting practicums in childcare centers or after school programs regulated by DCF.</p>	