

DRS Background Check Notification

To be sent to Employment & Recruiting Services via the HR-ERS@FSU.EDU account for all new hires, rehires, additional appointments, and internal movement to ensure the Background Check Policies have been satisfied.

Candidate Name:

Type of Hire:

New Hire

Rehire

Addl Appt

Internal Movement

Job Code:

Job Opening ID:

Date Most Recent FDLE Check Completed:

FDLE Continuous Monitoring Maintained since last FDLE Background Check?

Yes

No

Have there been "Hits" on this FDLE Background Check?

Yes (If yes this candidate's results must be reviewed by the Background Check Committee)

No

If "hits" are received on the FDLE report, the most recent FDLE Background Check has been printed and will be attached to this form to be dropboxed to HR-ERS@fsu.edu.

Yes

Instructions

1. Complete this form for each appointment.
2. If "hits" are received, attach the most recent FDLE results and dropbox both forms to HR-ERS@FSU.EDU.
3. Upon receiving the "Proceed with Hire" email from ERS, proceed with the hiring process and submit appointment paperwork appropriately.