Hiring Process for an Affiliate:

1. Department completes the Affiliate Data Form. All information is required in order for form to be considered complete.

2. Request for background check (BGC) is submitted, and the Affiliate Data Form is sent to HR. HR recommends that this process begin at least two weeks prior to the anticipated start date. This allows time for the BGC and paperwork to be completed, as well as data entry. Background Check Form

3. HR then submits the request for a BGC to RedTail and an email is then sent to potential employee for completion. Communication to your potential employee is vital to ensure they know to check their email for this process. Background check information sheet from RedTail

4. The potential employee must complete the BGC online in a timely manner in order for the employee to receive clearance quickly and be authorized to begin working. Most clearances can be processed within 5 business days, but could potentially take longer.

5. Once the BGC is cleared through RedTail and HR is notified, HR will update the employing department of the clearance.

6. When the email clearance is sent to the department contact, if the start date is prior to the BGC clearance, HR will update the Affiliate Data Form start date to a future date depending on completion of paperwork. HR will notify the department of any changes made to this form.

7. The affiliate cannot begin work until the BGC has been cleared and the department notified.

Reminders for an affiliate:

- Affiliates can be hired on 1 year appointments or less if needed.
- Affiliates will be issued an employee ID number and email once data entry is complete.
- After one year, another Affiliate form and background check will need to be submitted if the work is continuing.