

Berkeley Campus Shared Services

Process for requesting Criminal Background Checks (CBC)

Center For Educational Partnerships

Criminal Backgrounds Checks needed to be completed **BEFORE** new hire can begin working. Appointment forms will now be SUBMITTED with the initial CBC request.

- Identify student/new hire that needs to complete CBC
- Complete the Interdepartmental Order Form (IOC) with the following fields below:
 - Originating Department
 - Requested by
 - Date
 - Charge approve by
 - Approval Signature
 - Finger print search for (include finalist name and email address)
 - Account to be charged (COA)
- Ensure that proper approver of unit has signed off on the form
- **Complete the Appointment Form for the hire and obtain proper approvals**
- Submit approved and completed forms (**IOC and Appointment Form**) along with the Job Description through ServiceNow web: <http://shareservices.berkeley.edu/human-resources/>

Please note: If you are requesting “**Special Permission**” to start “Training” or “Supervised” work for the hire prior to the CBC being cleared, you must obtain email approval from Marsha Jaeger. This email needs to be included with your ServiceNow request.

If you have not requested special permission from Marsha Jaeger to start supervised work for the hire, the hire “**CANNOT**” begin working until the CBC has been cleared through UCPD. Thus the hire will not receive an invitation to schedule the onboarding session until after completion of CBC.

Please be advised that in no case can a hire (new/Rehire) start working before they have completed the onboarding session.

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***Note:** If the potential hire is a rehire there may be an open CBC on file for them; submit a request through the Ask a question/Report a HR problem feature of ServiceNow with the legal name and we will inquire with UCPD.

HR & Academic Personnel Services

[Ask an HR Question or Report an HR Problem](#)