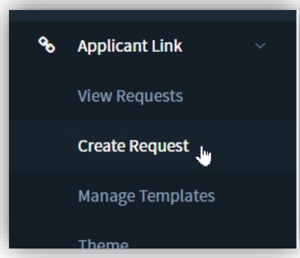
Background Check & Drug Screenings
Day-to-Day Processing

Log in to the system

Our vendor has a single sign-on integration from your PeopleHub Manager Login.

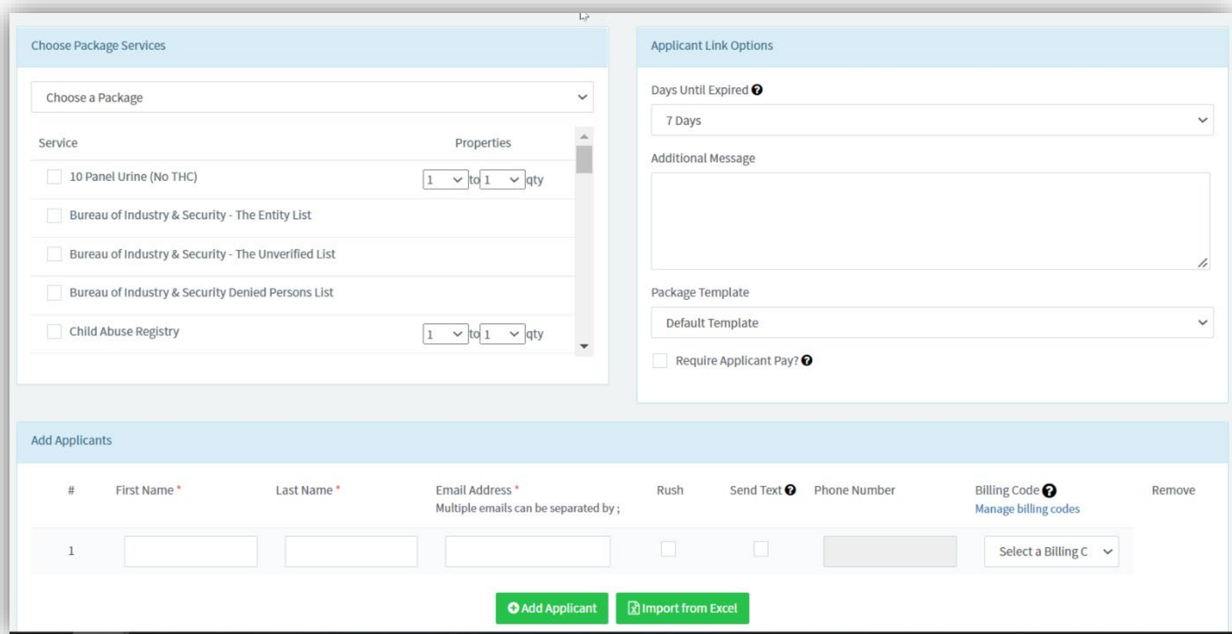
Type "DISA" into the search box and click pop-up



Order/Send Applicant Link

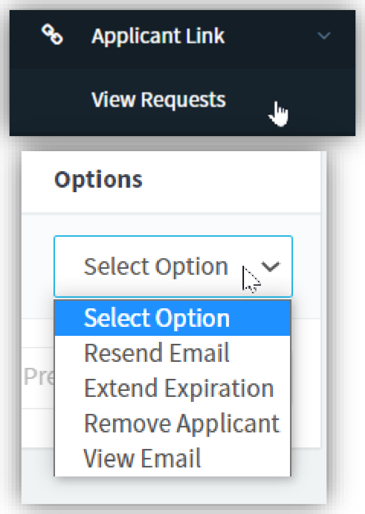
Navigate to "Applicant Link > Create Request" on the left side menu

> **Select:** Package > Additional Services Needed
>
> **Add:** Additional Message (Optional) – to give any further directions pertaining to your company
>
> **Enter:** Applicant first name, last name, email address
>
> **Click:** Create applicant link request
>
> An email or text message will be sent to the applicant with a link to complete their background authorization form. Once the applicant submits the completed form, you will receive an order confirmation email. DISA will begin the submission process automatically. Results are sent to you via email in a PDF report.



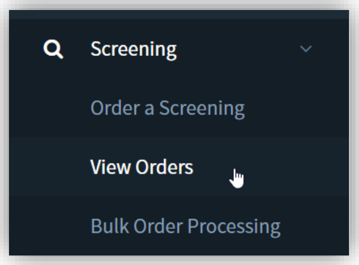
Track completion of Applicant Link consent at any time on the “Applicant Link > View Requests Page”

Select from resending the email request, extending the expiration to complete the request, removing the applicant from the system, and viewing the email sent in the dropdown menu under “Options”



View Progress/Results

View Completed Report by going to the “View Orders” screen and clicking the Order ID for the candidate.

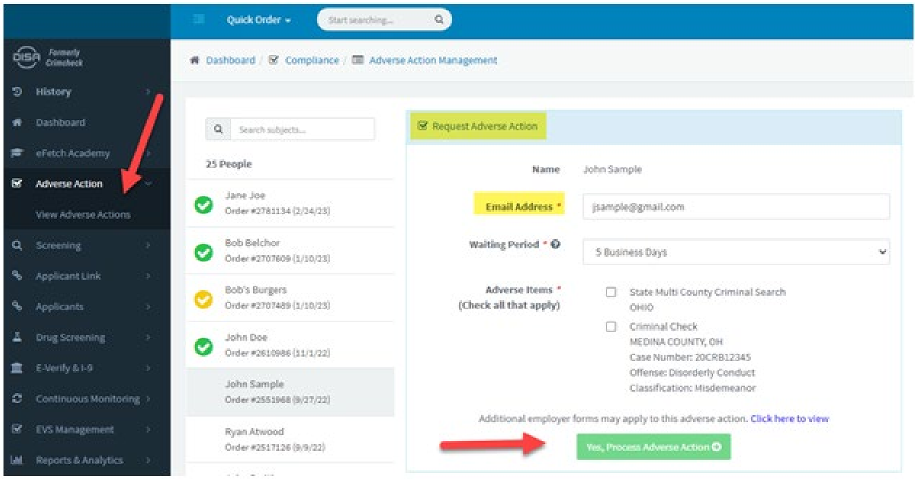


Each screen will have a green C (for clear component), red Q (for questionable component), or yellow P (pending screen). Hiring decisions cannot be based on pending screens. Please wait to make any hiring decisions until after screens have completed.

If there are questionable components of an applicant’s background screening that will affect your hiring decision, see Taking Adverse Action.

Taking Adverse Action

If you decide not to hire a candidate based on their background results, please consult with your HR Business Partner. Adverse Action will ALWAYS be necessary if you revoke an offer due to background screen results.



1. If an applicant does not meet the hiring criteria based on background check results, select menu item **Adverse Action** and click on *View Adverse Actions.*
2. Search the appropriate applicant by clicking on their name.
3. Under **“Request Adverse Action”** header, apply and confirm the candidate’s email.
4. Choose the specific adverse record the adverse action is based on.
5. Click on **Yes, Process Adverse Action**.
6. The Pre-Adverse Action and Adverse Action letters will be sent to the candidate automatically.