

## Background Checks for GRA/GTA/GA and Staff Assistants

Some candidates for employment are not hired through the PageUp application process (primarily GRA/GTA/GA/Staff Assistant roles) but still require a background check. K-State partners with Risk Mitigation to conduct background checks, and the process for HCS liaisons to request a background check for these specific roles are outlined below. There is no change to the process for those hired through PageUp. Click [HERE](#) to review K-State's policy on background checks.

1. If this is your first time requesting a background check, you will need to complete [THIS FORM](#) to request access to Risk Mitigation. You will be sent an email with log in credentials from [Ben@riskmitigation.us](mailto:Ben@riskmitigation.us) within one business day.
2. Once you have received credentials from Risk Mitigation, log in at: <https://riskmitigation.us/>

\*NOTE: Bookmark this page and save your log in credentials for future use. If you face issues logging in, please try opening a new browser.

3. Once logged in, select **Generate E-mail/Text**.
4. Complete the **General Information** section as follows:
  - Enter candidate first and last name
  - Enter candidate email
  - Enter your name/email for recruiter information
  - Select "CC" if you want a copy
  - Select "K28 GRA-GTA-GA-StaffAssistant" order type



Daily Status

Applicant Mgmt Center

Generate E-mail/Text

Applicant Tracking

Archived Applicants

### General Information

Candidate Name (First, Last):

Willie

Wildcat

Candidate Email Address:

williew@ksu.edu

Candidate Cell-Phone:

Primary Contact  Email  Cell-Phone

Candidate Recruiter:

YOUR NAME

Candidate Recruiter's Email Address:

YOUR EMAIL

Carbon-Copy (CC) Recruiter on this Email

Order Type:

K28|GRA-GTA-GA-StaffAssistant

Reference:

5. The **E-mail/Text** section is what will go to the candidate. Do **NOT** alter this.
6. Scroll to the bottom of the screen and click **Submit**. You will receive a confirmation of your submitted request from [info@riskmitigation.us](mailto:info@riskmitigation.us)

**Document Management:**

Please click the "Upload" button below to browse for file(s) that you would like to attach to this Email. Note: You are required to select at least one valid file to successfully complete the attachment process and submit the upload form. If you decide not to attach a file at this time you can click the "Return to the Email Candidates Page" link.

[Click Here to Upload Attachment Files Associated with this applicant.](#)

Send Confirmation Email/Text once Application is submitted:

Yes  No

Once Application is Submitted:

Send Immediately for Background Check  Send to Applicant Management Center for Review First

NOTE: When payments are made by credit card, Send Immediately for Background Check will automatically be used.

[Submit](#) [Cancel](#)

7. The candidate will receive an email from Risk Mitigation (email address: [backgroundchecks@seurescreening.info](mailto:backgroundchecks@seurescreening.info)) with the subject "Authorization to Conduct a Background Check for Kansas State University". We suggest reaching out to alert the candidate to watch for this email and to check their SPAM.

Risk Mitigation will automatically send a reminder to the candidate two days after the initial request and again five days after the initial request if they do not respond to the request for authorization.

In the rare case where a candidate does not receive the authorization, you may share this link with them directly: <https://t.secure-screening.net/y/r8Y6SkE>. Please only share this if a candidate cannot access the email sent by Risk Mitigation directly.

8. You will receive a notification from [Kstatecareers@ksu.edu](mailto:Kstatecareers@ksu.edu) when the applicant has submitted their authorization for the BG check. Nothing further needs to be done at this time.

9. Once the BG check is complete and CLEAR – you will receive the notification below from [info@riskmitigation.us](mailto:info@riskmitigation.us) to attach with the new hire paperwork for HCS, and the new employee may begin work if all other documents are in place.

**WILDCAT, WILLIE** - Pass - GRA-GTA-GA



info@riskmitigation.us

To: Kellie Wilson; Emma McElhane Parsley; Katie Prosocki; Laura Good; Shannon Leftwich



Thu 6/23/2022 12:16 PM

This email originated from outside of K-State.

This message is to notify you that new background screening results have been posted at our web site for:

Kansas State University

[www.riskmitigation.us](http://www.riskmitigation.us)



Risk Mitigation Services, Inc.

A full service investigative company specializing in employment background screening.

[www.riskmitigation.us](http://www.riskmitigation.us)

Important Notice: If you have not been assigned login credentials please look for the applicant's current eligibility status in the subject line.

Thank you for your business!

10. In the case that a candidate is **NOT** cleared or there are further questions, Talent Acquisition will notify you directly.

**Reach out to your [Talent Acquisition Partner](#) with any questions.**