HR Operations and Services • Tips for HR Contacts

Background Screening Email Notifications

Hiring managers receive email notification from HireRight at each step of the background and drug screening process.

Notification 1: Invitation Sent
The background screening has been initiated by HireRight.

Email Subject Line
HireRight Notification: Invitation sent to Candidate Name for form completion

Dear HireRight User,

The following individual was sent an invitation to complete a HireRight online form that will be used to initiate a background order on April 27, 2019 at 6:49 AM PDT.

Candidate Name
Candidate Email

The background screening process can start only after Candidate Name completes the form.

You will be notified again when Candidate Name completes the online form, and when background report is completed.

Notification 2: Background Screening in Process
The candidate has completed their invitation and the screening is in process.

Email Subject Line
HireRight Notification: In progress background report for Candidate Name-#HA-090718

Dear HireRight User,

HireRight has started processing a background report on the following individual.

Candidate Name
Candidate Email

You will be notified again when the background report is completed.
**Notification 3: Invitation Expired**
Candidate did not complete their invitation within 7 days. The case will need to be entered again.

**Email Subject Line**
HireRight Notification: Invitation sent to Candidate Name has expired

An invitation email was recently sent to the following individual. The individual was to use the invitation to complete a form and initiate a HireRight background check. This is to inform you that the individual did not complete the form, and the email invitation is now expired.

Applicant: *Candidate Name*
Email address: *Candidate Email*
Submitted by: Background Coordinator
Invitation sent: *Aug 8, 2018*
Service Package: Affiliate Package
HireRight Account: *USC Columbia (College/Division)*

**Notification 4: Clearance Email**
The candidates screening has been reviewed and approved for hire.

**Email Subject Line**
Nothing to Preclude- Candidate Name Dept/ Fund #

There is nothing in the Background Check Screening for *Candidate Name* that would preclude this applicant from employment with the University of South Carolina. Any questions or concerns, please contact the Background Screening Office at 803-777-6650.