

## 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 803-777-3111.

