

First Advantage Roadmap

PREPARE

1

Clearance

- Contact your Talent Consultant to request a streamlined clearance check
- Type of offer letter required
- Nepotism review
- Veteran preference review
- Hiring background notes
- Minimum qualifications review

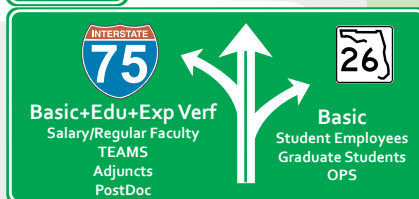
2

Verbal Offer

- Obtain verbal offer acceptance
- Inform the candidate of the First Advantage email they will receive in order to complete their background check

OFFER LETTER

EXIT 387



Background Check Initiation

- Upon successful clearance check, initiate the background check through First Advantage

3

4

Candidate Completes Background Check Form

- Candidate receives email to complete background check form
- Background check includes:
 - Last 7 years of employment history
 - Highest level of completed education
 - Address history
 - Date of Birth
 - Social security number, if applicable
 - License verification

5

Background Check Review

- The average completion rate for backgrounds through First Advantage is 3 - 5 days
- Employee Operations and Records (EOR) will review the status of the background through First Advantage

6

Welcome to the
**University of
Florida**

Background Check Complete

- Departments will be notified via email once the background check is complete