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| **Responsible** | **Action** |
| Authorized Dean’s Office Support Staff | Notifies Candidate Accurate Background will be contacting them on behalf of CSUSM to complete the background check. |
| Dean’s Office | Submits request for background check to Accurate Background (Candidate Entry). An email with a confirmation number will be issued. |
| Accurate Background | Contacts Candidate via email inviting them to complete their background information. |
| Candidate | Has 48 hours to log-in. Once logged in, the Candidate has 10 days to electronically sign the Disclosure and Authorization form and submit the requested information for verification. |
| Accurate Background | Notifies requestor verification is in progress and proceeds with background check. Requestor may monitor status in the Request Summary section. |
| *If check* *“Needs Review”* |

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| *Dean or Associate Dean (if Dean designates)* | *Receives email notifying background check “Needs Review” and determines if Meets Requirements, Does Not Meet Requirements or needs Compliance Review.*  |
| *Contacts AVPFA if discrepancy is involving a criminal issue and AVPFA will review and make determination with Dean.* |

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| Authorized Dean’s Office Support Staff | Status is updated and requestor receives email notifying of final determination and proceeds with hiring process as appropriate.  |
| Authorized Dean’s Office Support Staff | Receives invoice and submits to Accounting for payment. |

**Accurate Background Checklist**