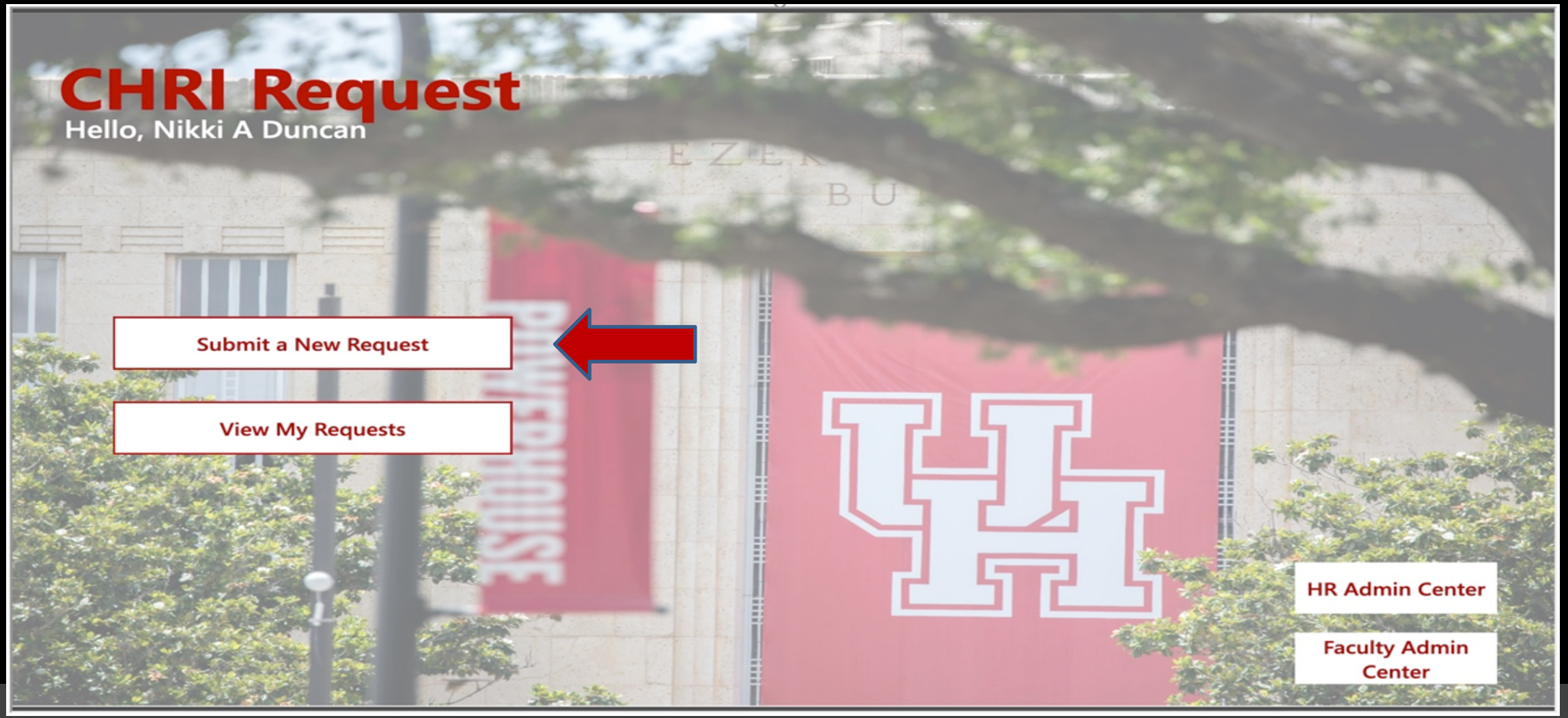
CHRI PROCESS

https://www.uh.edu/human-resources/talent-acquisition/chri/



CHRI PROCESS

New Feature

Applicants can now receive a text message with the background check link!
You can also track your submitted background checks!

Submit a New CHRI Request

Hello, Renisha Pope

Before submitting a CHRI Request, please review the following information regarding the background screening process:

After a request is submitted, we will send your request to HireRight within 2 business days.

HireRight will send an email to the individual needing the background check to request information.

Please follow up with the individual to ensure that they have received an email from HireRight and completed the information requested.

Once all information has been received by HireRight, they will begin the screening process.

Clearance letters are sent within 24 hours of receiving the results from HireRight, however processing times from HireRight may vary depending on various circumstances.

For faculty requests, contact Faculty Affairs at facultyaffairs@uh.edu.

Applicant Information

Last Name

First Name

Email Address

PhoneNumber

Job Title

Request Type

Find items

Send applicant text notifications? No

I acknowledge that by selecting "Yes" the applicant will receive text messages regarding their background screening from HireRight. I confirm that I have notified the applicant and they have consented to receive text messages.

Department Information

Division

Find items

College

Find items

Department

Contact Name

Contact Email

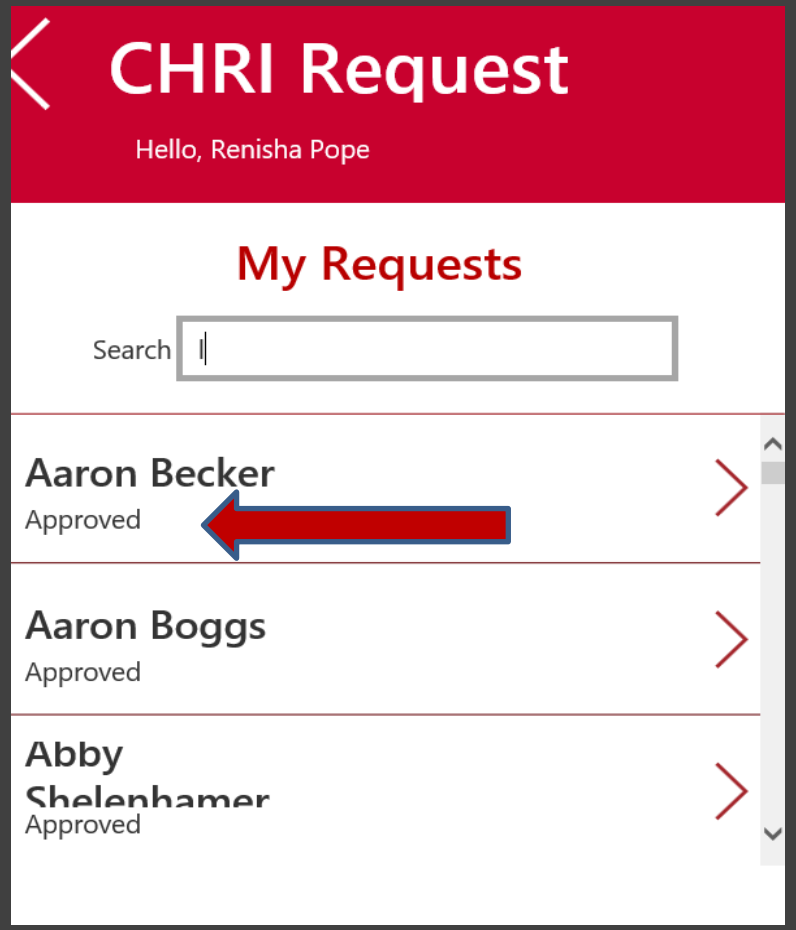
Notes

CHRI PROCESS

New Feature

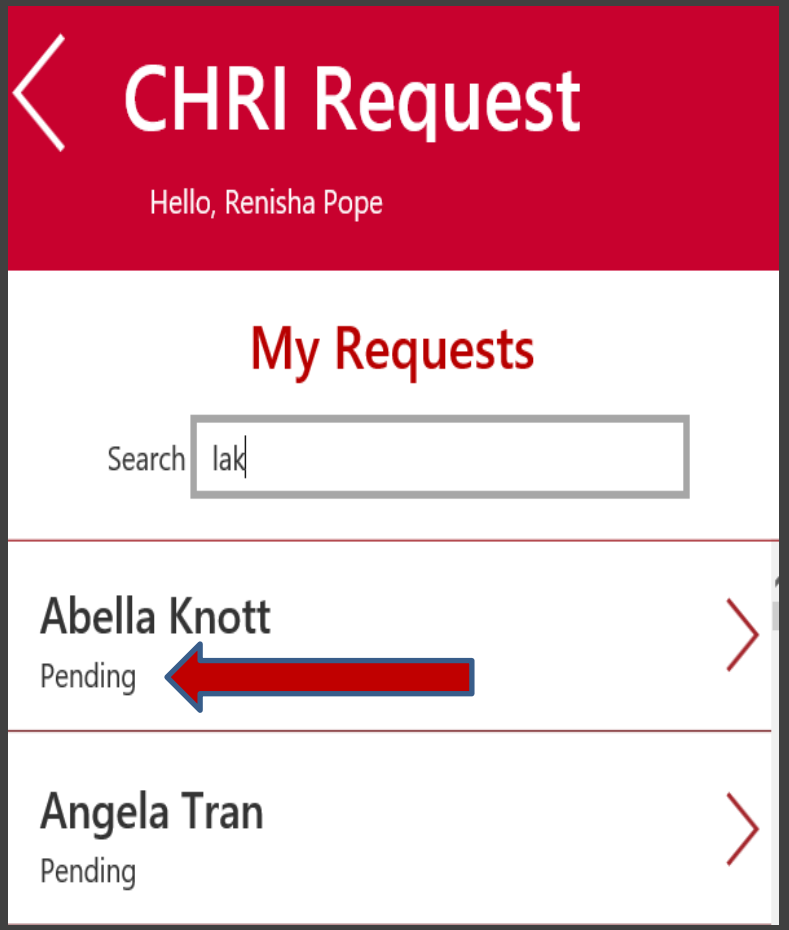
CHRI PROCESS

New Feature



Approved Status: Clearance letter has Been sent.

Pending Status: Awaiting results of CHRI Or waiting on applicant to submit information



CHRI PROCESS

https://www.uh.edu/human-resources/talent-acquisition/chri/

- Background checks are required for ALL employment at the University of Houston
  - Faculty and Staff Hires
  - Student Workers

- Processing times for HireRight may vary depending upon several circumstances
  - Where the candidate resided within the last 7 years
  - Natural disasters

- Submitted requests are sent within 2 business days to HireRight for processing

- Please follow-up with your candidate to ensure they have received an email or text message from HireRight and completed all information requested

- CHRI Clearance letters are sent within 24 of receiving results

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