

## Step Six: Background check

Once the candidate electronically accepts an offer, Employee Services sends the candidate an authorization to initiate a background check.

After Employee Services sends the candidate a background check authorization, managers receive an inbox item in Workday to complete the Hire process. Managers should complete this step upon receipt to keep the hire process moving forward.

**IMPORTANT** – Candidates may not start work until the manager receives an approval notice and onboarding checklist from Employee Services through Workday.