

### **New Hire/Background Check Process**

During the IHR presentations related to changes to the Professional Employment Redesign (PER) for civil service positions, many departments shared their preference to conduct civil service new hire sessions in the departments, as they do for all other employee groups. To that end, effective July 6, departments will be responsible for conducting new hire sessions for all employee groups.

You will be responsible for initiating the HRFE transaction, completing the I-9 Form, and contacting the new hire regarding their new hire forms.

**After a candidate accepts a written contingent offer, and after the background check has been completed:**

- Check to see if the Civil Service classification requires Pre-Employment Testing (drug test, strength test, etc.). If pre-employment testing is required, it will be listed on this webpage, along with the type of test required. <https://humanresources.illinois.edu/job-seekers/how-to-apply/civil-service-employees/Job-titles-requiring-medical-evaluation.html>.
  - If Pre-Employment testing **IS NOT** required, you can proceed with your new hire processing.
  - If Pre-Employment testing **IS** required, have the candidate call IHR at 217-333-2137 ASAP to schedule Pre-Employment testing.
  - Once IHR has received the results of the Pre-Employment testing, you will be notified and can proceed with your new hire processing.

Pre-Employment Testing please make sure the candidate has the following information when they contact IHR about

- Job Title
- Department
- Tentative Start Date

**[Attached is a checklist you can provide to your new hire to help him/her with the new hire process.](#)**