



## Workday Background Check Questionnaire

This document has been prepared to assist you in completing the questionnaire for requesting background checks in Workday.

The questionnaire is completed by the assigned Recruiting Partner for the Job Requisition.

Below is a breakdown of the questions on the questionnaire

Question Body:	Notes:
Please provide the TAG# that should be used to charge the background check to.	Enter the TAG# that should be used to bill for the background check
Will the selected candidate have fiduciary responsibilities with their position (ex. cash handling, pCard, or access to credit card or checks)?.	Enter "Yes" if the candidate will have a Pcard or other fiduciary responsibility.  If no fiduciary responsibility, then enter "No"
Will the selected candidate be driving a University vehicle (this includes a golf cart)?  If driving is not required for the position, please answer no.	If the candidate will be driving a university vehicle or golf cart, then enter "Yes".  If the candidate will not be driving for the University, then enter "No"
Will the candidate have direct contact with a protected class (i.e. children under the age of 18, elderly, or individuals with disabilities)?  If you have questions on how to answer this question, please contact empl@fau.edu prior to answering the question.	Enter "Yes" if the candidate will be working/providing care to individuals of a protected class. HR will work with the department to determine if a level 2 is needed.  Departments that typically would answer yes are: Student Accessibility Services, Slattery, Exceptional Student Education, Memory and Wellness Center, College of Nursing, College of Medicine, and/or Camp Employees.
Please provide the proposed start date for the employee:	Enter the proposed start date of the employee. This is not a final start date.
Please provide the candidate's Z# if not currently employed in Workday (enter N/A if candidate does not have a Z#):	If the candidate was a student, former, or current employee, please enter their Z#. If none of the above apply, please enter N/A.
Does the candidate have a social security number? If no, an International background check will be required.	If the candidate does not have a SSN, then an international background check will be completed.  It is important to answer this question as accurately as possible to avoid multiple background check charges.