# Background Screening Information

Congratulations on entering the final phases of the hiring process!   When you are ready, please send HR the following information:

**1.) Names of top two candidates**

**2.) Email addresses for top two candidates**

**3.) Birth dates of top two candidates**

Once we have this, we initiate the background screening process.

Your candidates will receive an email from HireRight that will prompt them to authorize the background screen.

They can complete this from their computer or mobile device.

**We advise you let your candidates know to anticipate this email before sending me their information. This will allow them to be well informed and watch for it in their inbox in order to best expedite the process.**