Conviction History Process Overview

DHR

- Check if Fingerprinting is Required
- Fingerprinting Required?
  - Yes: Conduct Conviction History Review
  - No: Proceed with Pre-Employment Process

- Conduct Conviction History Review
- Nexus?
  - Yes: Discuss Nexus Recommendation
  - No: Complete CHR-ESR

- Fingerprint Candidate
- Fingerprinting Required? (from Conduct Conviction History Review)
  - Yes: Conduct Fingerprint Appointment
  - No: Proceed with Pre-Employment Process

- Issue Clearance Number

Department

- Complete PSA during Position Request (RTF)
- Request Final Candidate(s) to Complete "Candidate Notice of Fingerprinting" form
- Schedule Fingerprint Appointment
- Proceed with Pre-Employment Process

- Submit Conviction History Review: CHR-ESR