

FAQs –Background Checks for Prospective Employees

Why do all new employees have to submit to a background check?

The safety of our employees and those they serve is of the utmost concern. Requiring a background check of all new employees is an important precaution that we can take to help ensure a safe environment.

Who does the background check?

A third party vendor will conduct the background check.

What happens if the candidate challenges the accuracy of the information?

Human Resources will provide the candidate with instructions on how to challenge the accuracy of the background check.

When is a background check required?

A background check is required for all final candidates for budgeted and wage positions.

Why is the social security number required on the release form?

The background check vendor uses the social security number to determine where an individual has lived and to confirm an individual's identity.

How thorough is the search for conviction records?

The background check vendor determines where the candidate has lived and conducts a national criminal search, sex offender search, and an appropriate search of court records.

How long does it take to conduct a background check?

Most screenings take 24-36 hours, but that time could be extended up to 72 hours depending on the type of search that must be conducted.

How much does it cost to conduct a background check?

There is no cost to the hiring unit or to the individual.

Can a unit put an employee on payroll before completing a background check?

No. No verbal or written commitments of employment may be made prior to completion of a successful background check.

What happens if a candidate refuses to sign a release for a criminal background check?

Declining to sign a release to submit to a background check is grounds for no-selection of a candidate.

What happens if it is discovered that an applicant falsified an employment application or consent form?

Falsifying application materials or the consent form, including failure to disclose criminal convictions on the application, is grounds for non-selection of a candidate or immediate termination of employment.

What is the applicable Texas A&M University System regulation?

[System Regulation 33.99.14 Criminal History Record Information - Employees and Applicants](#)