

## **FAQs –Background Checks for Prospective Employees**

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

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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?**

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A third party vendor will conduct the background check.

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

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

### **When is a background check required?**

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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?**

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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?**

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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?**

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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?**

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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?**

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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?**

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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?**

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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?**

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