



## **Beyond the Criminal History Check: Available Add-On Services**

The baseline background check conducted for all new faculty, staff and graduate assistants/associates (GA) will include a screening of the individual's federal and state criminal history. By policy, faculty and GA positions will also require an education check. OSU HR will conduct the educational history check for faculty positions only. A GA will have the education verification conducted as part of the admissions process.

The following screening checks are available to add onto the criminal background check for staff; however, they must align to the specific requirements of the position.

**Education Checks** to verify educational credentials.

A common hiring practice is to request a copy of an official transcript from an applicant during the application process. A transcript provides, in most cases, enough evidence an individual has obtained a bachelor's degree. Consider an education check for positions where a master's degree or higher is required.

The following positions are examples where an education check is included: Academic Advisor, Admissions Counselor, Grant Coordinator/Manager, Director-level.

An education check will not be conducted when the minimum requirement for the position is a high school diploma/GED. This includes positions where education beyond a high school diploma/GED can substitute for experience.

**Motor Vehicle Records (MVR) Check** to verify a valid driver's license and the type of license.

When driving is an essential function of a position, a valid driver's license must be listed in the required qualifications. This assumes the person in the position will not be able to fulfill the duties of the job without driving. Therefore, if an applicant lacks a valid driver's license, they are ineligible for employment in that position.

Many positions will require an employee to drive on a rare occasion and, in those cases, an MVR check may not be necessary upon hire.

**Credit Check** to review an individual's financial history, current credit and bankruptcy history.

Credit checks are only conducted when required by law or for a national security clearance. Across the U.S., laws prohibiting employers from using credit reports to determine employment eligibility are being passed to regulate hiring practices and to protect individuals from discrimination.



## HUMAN RESOURCES

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**Other Checks** that must be conducted will need to be included on the job description and on the requisition (drug tests, security risk assessment, etc.).

- Our background check services through Truescreen do not include drug screens. Departments will need to consult with OSU HR prior to requiring a drug test for employment. Positions where a drug test is required (i.e., bus driver, police officer) will be arranged between the department and new hire.
- A security risk assessment is conducted by the department in coordination with the Office of Research Compliance and the OSU Police Department. This level of security is required for positions that work within certain labs across campus.

Questions? Email OSU HR at [osu-hr@okstate.edu](mailto:osu-hr@okstate.edu) or call (405) 744-2909.