

Background Check Procedures

A criminal background check is required for new staff, faculty and graduate assistant/associate at Oklahoma State University. Offers of employment are contingent upon completion of a successful background check. A previous conviction will not automatically disqualify a prospective or current employee from employment with the University. OSU Human Resources will review several factors to determine employment eligibility.

The background check may include the following as applicable to the position: name and address verification; social security number check; a county, statewide, federal and international criminal records search; sex offender registry; driving records; education history; and examination of state and federal debarment lists. A more comprehensive background check may be required pursuant to a University administrative decision, local, state or federal law, or for certain sensitive positions.

How to Request a Background Check

The OSU Jobs system automatically sends a request email to OSU Human Resources once an applicant's status is changed to Background Check Request – Pending.

To request a background check on a new hire, email OSU Human Resources at osu-hr@okstate.edu and provide the following information:

- First Name:
- Middle Name (if applicable):
- Last Name:
- Email Address:
- Background Check Type (criminal, MVR, education, and/or credit):
- Employee Type (Staff, Faculty, GRA/GTA, Student Worker):

Here are some tips to expedite the screening:

- The background check vendor will send an email to the applicant from Applicationstation@truescreen.com.
- The applicant can check his/her Clutter or Junk Mail folder if the email is not in the applicant's Inbox.
- The applicant must take action immediately. Delays may affect employment at OSU. Applicants have no more than 10-days to begin the screening.

The typical turnaround time for the background check to complete is two to three days but may vary. The background check may take longer if an international screening is included.

All background check results and records are reviewed and handled in a confidential manner and in compliance with all applicable federal, state, and local laws, including the Fair Credit Reporting Act (FRCA).

Questions? Contact OSU Human Resources at (405) 744-2909 or email osu-hr@okstate.edu.

Reference Policy 3-0771, *Background Check Policy for Faculty and Graduate Assistants/Associates (Teaching and Research)*, for more information.