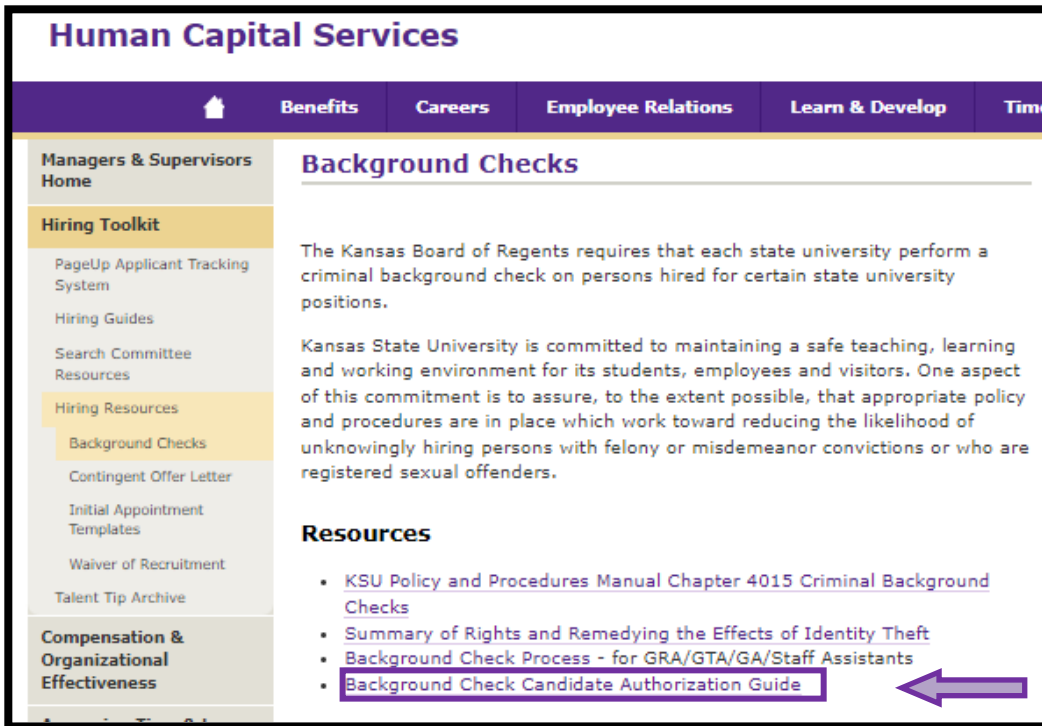


BACKGROUND CHECK CANDIDATE AUTHORIZATION GUIDE

As a new hire, employees of Kansas State University are expected to complete a background check according to the [PPM 4015 Criminal Background Checks](#). Selected candidates will submit their personal information to K-State's 3rd party vendor, Risk Mitigation Services.

Should a candidate have difficulties completing the background check authorization form, please reference the [Background Check Candidate Authorization Guide](#), which can be found on the HCS Background Checks [website](#) under the Resources section. The document will allow you to see the screening questions and fields the candidate is seeing. Liaisons may use the document to help the candidate troubleshoot the application process, or if needed, send to the candidate for better understanding.



If you have questions, please contact your [Talent Acquisition Strategic Partner](#).