

Background Checks

Why is this important?

Kansas State University is committed to maintaining a safe teaching, learning, and working environment for students, faculty, staff, and visitors. The Kansas Board of Regents requires that each state university shall perform a criminal background check on persons hired for certain university positions.

Conducting Background Checks

The background check policy applies to each full and part-time person hired for a state university position, with the exemption of temporary or limited-term employees, positions filled by a vendor or contractor, hourly students, interns (except Extension and VetMed), and unpaid volunteers, and certain departments (e.g., Police, Biosecurity Research Institute, Nuclear Engineering) which require extensive pre-employment checks.

The background check process begins once the offer has been accepted by the candidate through PageUp.

- Talent Acquisition Strategic Partner initiates the background check which includes a felony, misdemeanor, and registered sexual offender background check.
- The candidate will receive electronic notification that he/she must complete the background check request form.
- If the background check on the final candidate is cleared to proceed, the Talent Acquisition Strategic Partner will notify the department.
- If the background check on the final candidate needs review, the Talent Acquisition Partner will inform the HCS Background Check team to determine if the candidate's criminal history reasonably bears upon the candidate's trustworthiness or the safety and well-being of the university community. The hiring department will be notified if the contingent offer will be withdrawn.

The complete policy for Criminal Background Checks is found on [PPM Chapter 4015](#)

For more information on best practices please contact your [Talent Acquisition Strategic Partner](#)

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