

BACKGROUND CHECKS FOR NEW EMPLOYEES

Frequently Asked Questions

Why does NC State conduct employment background checks?

The University is committed to providing a safe and secure environment for students, faculty, staff, visitors and other constituents and to protecting its funds, property, and other assets. Well-informed hiring decisions facilitate this effort.

Are all new employees subject to a background check?

Final candidates for temporary positions (other than NC State student positions) and the for regular or time-limited faculty positions, non-faculty administrator/professional positions, staff (including trainees), and post-doctoral positions must be checked.

Are candidates who transfer from another State agency or another institution in the UNC System required to have a check? Yes

What types of background checks are conducted?

Criminal checks including NC statewide, nationwide federal, and nationwide sex offender checks are done. Checks are also conducted in other states or countries of residence. Credit checks are conducted for positions with access to, or accountability for, cash, financial assets, or accounts; as well as positions having access to/responsibility for institutional facilities or assets.

Are driving records checked?

Motor vehicle checks (to verify a valid driver's license and review driving history) are done for positions that require driving a state vehicle as a regular part of the job or when a dedicated vehicle is provided to the employee to conduct University business.

Does a candidate have to give permission for a check to be conducted?

Yes. SPA application and EPA "Profile" sign-offs include authorization for HR to run background checks. Candidates also complete and sign a Release form.

How long does it take to get the results of the check?

Results are usually obtained within 72 hours; however, if multiple states are involved or international checks are required, it may take several more days for results.

May a candidate start work before the check is complete?

For Regular Positions: Departments are STRONGLY DISCOURAGED from allowing a candidate to commence work before the background check is complete. If an issue arises from a check, an individual who has started work may be dismissed and may lose rights to apply in the future. For **Temporary Positions:** No

Does a previous criminal conviction disqualify an applicant from consideration for employment?

A previous conviction does not automatically disqualify a candidate. Eligibility for employment depends on factors such as the nature of, and circumstances surrounding, the crime; the time elapsed since the conviction; the rehabilitation record; the actions and activities of the individual since the crime including their work history; the truthfulness and completeness of the candidate in disclosing the conviction; and the relevance of the conviction to the job.

What information do candidates need to disclose on the application and release form?

Candidates must disclose all convictions for unlawful offenses. This includes guilty pleas, guilty verdicts, prayers for judgment (PJC), and non-contested charges. Examples: DUI, DWI, worthless checks, violations of local ordinances that resulted in fines or incarceration, misdemeanors, felonies, etc. Candidates do not need to list things for which they have court documentation that the conviction(s) has been sealed or expunged. If a candidate is unsure of his/her record, copies of criminal background records can be secured from their county(ies) of residence (such as the Wake County Courthouse). Driving records can be secured from the Department of Motor Vehicles.

What happens if a candidate does not disclose all conviction information?

Falsification, including misrepresentation or a failure to disclose information (omission) as part of the application process or on the release form, disqualifies a candidate from employment and may make them ineligible for all future employment. It does not matter if the falsification was intentional or not. Current employees may be subject to dismissal and deemed ineligible for rehire.

How does the candidate know the outcome of the check?

If the check is clear, the hiring department will contact the candidate to finalize the employment offer and establish a start date. If the candidate is disqualified or employment is not recommended, Human Resources (HR) notifies the candidate.

Can the candidate get a copy of the background check?

If adverse action is taken, HR provides contact information via a letter to the candidate so they can obtain a copy of the information that was reviewed.

Who has access to the background check records?

The HR staff that facilitate/manage the Program have access and maintain the information in a confidential manner. Selected information may be shared with a hiring manager as appropriate and relevant to ensure they make an informed hiring decision.

For more information, contact the Background Check Program office at 513-4424 or email backgroundchecks@ncsu.edu.
