

Background Checks

Background checks will be performed on applicants for employment at Arkansas State University in order to create a safe and secure workplace for students, faculty, staff, administrators, and visitors; to protect funds, property and other assets of the university; and to ensure that Arkansas State University employees are qualified to perform duties and responsibilities of the positions for which they apply.

[View the full Arkansas State University System Policy here](#)

I need to hire someone. Will my final candidate need a background check?

Below is the criteria for a background check upon hire.

- Only the final applicant selected for hire will require a background check
 - Any former regular full-time or adjunct employee who is being considered for rehire after a break in service of twelve months or more
 - Any current employee who is being considered for transfer, promotion, or reclassification
 - Any current employee competing for a vacancy through an external search process
 - Any current employee changing from a faculty to an academic administrative position
 - Any Graduate Assistant, teaching assistant, or post-doctoral appointee
 - Any temporary employee
-

How long does a background check take?

- Most background checks will be returned within 48 hours. Some checks may take longer depending on the availability of information electronically or a delay in verification of data due to applicant error.
 - International checks will vary depending on the relevant country
-

What type of background check will be conducted for my new hire?

The type of check will depend upon the duties and responsibilities of the position.

The types of checks conducted will be:

- Criminal – Includes – State, Local, and Federal Criminal Check, SSN Trace, and Sexual Offender Trace
- Criminal + Education – includes the above check plus verification of the degree awarded and date awarded

- Criminal + Education + Credit – includes the above check plus a credit check
 - Criminal + Education + Licensure – includes Criminal + Education and verification of relevant Licensure to the position
-

Can my new hire begin employment prior to the results of the background check?

It is the goal of the institution to complete all background checks prior to an applicant beginning employment. However, an exception may be made only if University operations cannot be carried out in the absence of the Final Applicant.

If a Final Applicant must begin employment prior to completion of the background check, the applicant must be extended a Conditional Offer of Employment and may be allowed to begin work pending receipt of the required background check.

If a final applicant begins employment prior to completion of the background check, the applicant must sign an Acknowledgment of Conditional Offer of Employment Pending Background Check

In all cases, the Final Applicant should not begin work prior to the check being completed unless prior approval has been obtained through the appropriate Vice Chancellor and Human Resources

Will there be specific language relating to the background check that must be included in recruitment?

The following advertisement must be included when recruiting for any vacancy with Arkansas State University.

“Arkansas State University is committed to creating a productive workplace in which both persons and property are secure. To achieve that goal, background investigations are conducted on all final applicants recommended for employment.”

Additional Information Regarding Background Checks

[Arkansas State University System Policy](#)

Questions? We are here to help! Contact our [Human Resources](#) Office with any questions.

Revision #12

Created 2025-05-19 16:52:58 UTC by Kristin Helms

Updated 2026-05-04 20:44:35 UTC by Catherine Naylor