



Employee Background Check

Employee Background Check Policy

Approved By and Date:

Board of Trustees 12/16/2019

Executive Leadership Team 09/16./2019

Policy:

All candidates for employment with Kilgore College are required to complete a background investigation successfully before being hired by the College. This includes candidates for full-time, part-time, temporary, student assistant, and work-study positions. Passing this background check is a condition of employment and no recommended candidate may begin working until a successful check is confirmed by the Office of Human Resources.

Procedures:

Approved By and Date:

Executive Leadership Team 9/16/2019

The Office of Human Resources will conduct background checks on recommended candidates. Once a candidate has been given final approval by the President, the Human Resources Director will have the candidate fill out and sign a background check consent form. The Human Resources Director will run the background check and will typically receive the results within a twenty-four hour period. Once the results are known, the candidate and the hiring supervisor will be notified.