

MISSOURI DEPARTMENT OF TRANSPORTATION

**PROCEDURES MANUAL
FOR PERSONNEL POLICIES**



Procedures for Policy Number and Title 0519, "Background Checks"	Effective Date of Procedures February 1, 2017
Approved By Micki Knudsen, Human Resources Director, Signature on File	Supersedes Procedures Dated July 1, 2009

PROCEDURES

1. The HR representative assigned to filling the job vacancy is responsible for verifying the applicant has provided authorization to conduct the criminal background check. This is found on the applicant's Application for Employment ("Applicant Personal Confirmation" section).
2. The HR Division will request a criminal background check from the Missouri State Highway Patrol and the Federal Bureau of Investigation for all external applicants who are given a conditional offer of employment.
3. If it is determined that the applicant/employee is ineligible for a position based upon the criminal or driving background check, the local HR representative and the district engineer or division leader/state engineer will notify the applicant/employee in writing of the final decision.