

Human Resources Background Check

Look beyond grade point averages.

INSTRUCTIONS FOR OBTAINING YOUR BACKGROUND CHECK FOR Employees

Seward County Community College Human Resources BC

Background checks are required on incoming employees or volunteers to insure the safety in the workplace. You will be required to order your background check in sufficient time to be review prior to start employment or volunteer work. A background check typically takes 3-5 normal business days to complete. The background checks are conducted by PreCheck, Inc., a firm specializing in background checks for employees and healthcare students. Your order must be placed online through StudentCheck.

Go to www.mystudentcheck.com and select your School or Program from the drop down menus. There will also be options for students so it is important that you select your school worded as **Seward County Community College- Human Resources BC.**

You will be required to create a profile with your email and password. Complete all required fields as prompted and hit Continue to submit your background check request. For your records, you will be provided a receipt and confirmation page of the background check performed by PreCheck, Inc.

PreCheck will not use your information for any other purposes other than the services ordered. Your credit will not be investigated, and your name will not be given out to any businesses.

FREQUENTLY ASKED QUESTIONS:

1. **Does PreCheck need every street address where I have lived over the past 7 years?** No. Just the city and state.
2. **I selected the wrong school, program, or need to correct some other information entered, what do I do?** Please email StudentCheck@PreCheck.com, with the details.
3. **How long does the background check take to complete?** Most reports are completed within 3-5 business weekdays.
4. **Do I get a copy of the background report?** Yes. Log into www.mystudentcheck.com and click on "Check Status", and enter your SSN and DOB. If your report is complete, you may click on the application number to download and print a copy.
5. **I have been advised that my employment is on hold because of information on my report and that I should contact PreCheck. Where should I call?** Call PreCheck's Adverse Action hotline at 800-203-1654. Adverse Action is the procedure established by the Fair Credit Reporting Act that allows you to see the report and to dispute anything reported.

If you need further assistance, please contact PreCheck at StudentCheck@PreCheck.com.