Background Checks: What you need to know about REDTAIL

- A pre-employment background check, conducted by REDTAIL Security and Screening, is required by The University of Southern Mississippi for all new hires.

- A valid personal email address is required for each applicant to receive the background check.

- Applicants will receive an email from REDTAIL@redtailsecurity.com.

- The email will be sent immediately following the processing by USM HR.
  - If they do not receive an email within 24 hours of processing, then they will need to contact Moriah Rouse with USM HR at Moriah.Rouse@usm.edu so that she can resend.
  - They will also need to check their spam to ensure it doesn’t go there.

- Applicants will be responsible for creating a REDTAIL account and submitting their Personally Identifiable Information (PII) data.
  - The background check will not start “processing” until the applicant completes this stage of the process.

- Upon completion, applicant will be notified of status (passed or flagged.)
  - If applicant receives a passed status then they can login to their account at any time to review a copy of their completed background check.
  - If applicant receives a flagged status, they will be notified and then they have 5 days to login to their REDTAIL account and review their background check for any errors.
    - If errors are found then the applicant can follow the online instructions to dispute any errors.

- Once HR receives notice of clearance from REDTAIL, they will contact the hiring department via email to let them know that the employee has cleared. Employee cannot start work without clearance from HR.

- Hiring a Foreign National Employee:
  - If the employee does not have a social security number, they will need to enter: 900-11-9991
  - If the employee does not have a Driver’s License or State ID number, they will need to enter: 12345678 and use MS as the state.
  - RedTail will automatically input the US as your country. If you do not have an US address please enter the following:
    - Street Address: 118 College Dr.
    - City: Hattiesburg
    - State: MS
    - Zip code: 39406