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 Kristian Edwards with USM HR at Kristian.Edwards@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