



MISSOURI DEPARTMENT OF TRANSPORTATION PERSONNEL POLICY PROCEDURES

PROCEDURES FOR PERSONNEL POLICY: 0519, "Background Checks"

EFFECTIVE DATE: February 1, 2017

PRIOR EFFECTIVE DATE: 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.

Micki Knudsen
Human Resources Director,
Signature on File