



MANAGER MINUTE

4/17/2024

UNDERSTANDING THE PRE-EMPLOYMENT PROCESS



Your candidate has accepted their offer to join your team! Getting to this point is exciting, but the process is not quite finished yet!

It is essential to understand that the offer of employment is contingent upon the candidate's successful completion of the University's employment requirements.

The following employment requirements (pre-employment process) is required across most jobs. However, steps may be different for others depending on the candidate or the position.

IMPORTANT

Candidates identified for hire may not begin working and are not permitted to perform University duties before completing all required pre-employment steps and receiving a clearance from Human Resources.

PRE-EMPLOYMENT PAPERWORK

Before the pre-employment process can begin, candidates must:

- Accept the electronic offer
- Complete the required pre-employment paperwork
- Provide authorization for a background check.

PRE-EMPLOYMENT BACKGROUND CHECKS

- Verifications (previous employment, education, licenses, etc.)*
- Criminal Background Check (federal, state, etc.)
- Drug Screening

PRE-EMPLOYMENT APPOINTMENTS

- Office of Human Resources
 - I-9 Employment Verification
 - Employee Identification (ID) Badge
- UT Health Services*
 - Health History Questionnaire Form
 - Immunization
- Office of International Affairs (OIA)*
 - OIA Clearance

**Depending on the candidate/role*



WHY ARE THESE STEPS NECESSARY?

The following steps are meant to ensure that a candidate is qualified and possesses the required qualifications and skills for the position and that the University is adhering to potential federal, state, and local laws.

HOW LONG DOES THE PROCESS TAKE?

The pre-employment process varies. However, the goal is ten business days from when an offer is accepted to when human resources clears a candidate for employment.



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COMMON REASONS FOR DELAYS

- Not accepting the electronic offer in a timely manner
- Pre-employment appointment availability
- Extensive work experience and relocations
- Criminal background checks
- OIA - Visa Issues*
- Foreign education verification*
- UTPD Internal Reviews*
- Failure to provide authorization for background check
- Failure to complete drug screening within the specified time
- Failure to attend pre-employment appointment/s

**depending on candidate/role*

HOW DO I KNOW WHEN THE CANDIDATE IS CLEARED?

Once all requirements are completed, the supervisor receives correspondence from the human resources office that the candidate is cleared to begin work with all relevant information (start date, EID, orientation date, etc.) and next steps.

For student workers: The supervisor receives correspondence from the department (after receiving clearance from human resources) with all relevant information and next steps.

IMPORTANT

Correspondence received notifying the candidate has accepted the offer and to submit the PASS transaction does not mean they are cleared with Human Resources.

Correspondence received notifying the candidate has cleared OIA does not mean they are cleared with Human Resources.

HOOP POLICIES

The following HOOP Policies provide additional information on background checks and drug screenings:

[HOOP Policy 160 – Criminal Background Checks](#)

[HOOP Policy 217 – Drug Screening: Employees and Postdoctoral Research Fellows](#)

QUESTIONS?

Talk to your recruiter or department (for student workers) if you have any questions about your candidate's pre-employment process.