

## 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](mailto:REDTAIL@redtailsecurity.com) .

The email will be sent immediately following the processing by USM HR.

- o 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](mailto:Moriah.Rouse@usm.edu) so that she can resend.
- o 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.

- o The background check will not start "processing" until the applicant completes this stage of the process. tes

The REDTAIL applicant process IS NOT mobile friendly.

- o All applicants must use a desktop or laptop computer to complete the online application process, including creating a REDTAIL account.

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IL account and review their background check for

on the applicant can follow the online instructions to

nce from REDTAIL, they will contact the hiring

know that the employee has cleared. Employee

from HR.

as the state.

- o In order to run a thorough background check, we will need the employee's passport number and country of issuance provided on the "Request for Background Check" form.