



Human Resources
Bldg., 4, Room 1460
(909) 274-4225

Temporary Employment

Background Check for Student Employment - Frequently Asked Questions

1. **Q:** Should I complete a background check?
A: All Student Assistants must complete a background check.
2. **Q:** Why do I need a background check?
A: The California Education Code mandates all school employees must complete a criminal background check or live scan.
3. **Q:** I am a current Student Assistant; do I need to complete a background check?
A: Yes, you will be required to complete a background check when your assignment is renewed.
4. **Q:** I am a new employee; do I need to complete a background check?
A: Yes, all new and current Student Assistants are required to complete a background check.
5. **Q:** Is there a fee?
A: There is no fee for background checks for Student Assistant employees.
6. **Q:** What if I refuse to do a background check?
A: You will not be eligible to work at Mt. San Antonio College.
7. **Q:** Who receives the background check results?
A: Human Resources receives the results and it is kept confidential.
8. **Q:** Are the results available to the department or the employee?
A: Results may be available to the employee by requesting the information directly from the third party. Results are not available to the department.
9. **Q:** Do I have to do a background check every year?
A: Student Assistant employees will have to complete background checks every fiscal year.
10. **Q:** Where can I obtain the background check form?
A: Student Assistant employees will receive an email to their Mt. SAC account from Pre Employ, a third party vendor, to complete their background check.
11. **Q:** How long do I have to complete the background check?
A: The background check must be completed immediately.
12. **Q:** Can I start working before the background check clears?
A: Yes, however, employment is contingent upon cleared results of your background check.
13. **Q:** Will I still be hired if I have a criminal history?
A: You will be asked to complete a background check after a conditional offer of employment has been made. Should Mt. SAC decide to rescind an offer of employment based on background check or live scan findings, you will be notified in writing.
14. **Q:** I've completed a background check with my previous employer, does that transfer over?
A: No, results are not shared with other organizations.
15. **Q:** Do I have to complete a background check again if I accept a different position on campus?
A: Yes, only if you are changing employee classification. For example, Student Assistant employee to Professional Expert.

Background Check Process

Do not send your temporary employees to Human Resources (HR) to pick up or submit background check forms. All information is emailed directly to the employee upon HR receiving the Temporary Employment Form/packet.

Please remind employees to check their Mt. SAC email weekly to ensure any information sent out via email is received. If your temporary employees do not have a Mt. SAC email set up, please contact Information Technology to create an account.

1. Department submits temporary hire document to HR.
2. Employee is emailed background check information within 2 weeks.
3. The employee follows the link on the email and completes the online background check.
4. HR will follow up with the department manager if there is an issue.

If you have any further questions, contact Human Resources at ext. 4225.