



Background Check Instructions for Prospective Employee or Volunteer

You are being given these instructions because any prospective employee or volunteer is required to have a criminal history check to work at Texas A&M University–San Antonio.

It is important you read, understand and comply with the following information.

Human Resources will receive your information from the hiring supervisor. Using this information, they will enter your name and email address in the criminal history vendor website hosted by Sterling Talent Solutions. That entry will trigger an email to you for background check purposes.

EMAIL: You will receive an email from *noreply@sterlingts.com* with the subject title of “On behalf of Texas A&M University–San Antonio: Background Screening Instructions”. Please check your junk or spam folder if you do not see this in your inbox. The email will contain a link to a secure server.

LINK: Using the link provided in the email, you will log into a secure server where you will create a UserID and password. You will enter the information required to perform the criminal history check.

CONSENT: You must give your consent to complete the background check via this website and you will receive copies of all documents you complete. You must complete ALL the requirements before the criminal history can be conducted.

- The link provided in the email **will expire in a short time frame** so it is critical you **respond immediately** upon receipt.
- Failure to consent and complete the required information will make you ineligible for employment or volunteer purposes.



TEXAS A&M UNIVERSITY- SAN ANTONIO

QUESTIONS:

- If you have any questions prior to beginning the process, please contact Human Resources at (210) 784-2058
- Once you begin the process, you are provided with contact information on the website for any questions.

Thank you in advance for your prompt attention to the requirements of this process!

Texas A&M-San Antonio
Human Resources
One University Way
Modular 107
San Antonio, TX 78224
Ph. (210) 784-2058 ~ Fax (210) 784-2056