BACKGROUND CHECK INSTRUCTIONS FOR DEPARTMENTS

Background Checks are required for students in “Safety and Security Sensitive Positions”. Please refer to UNM Policy 3280: Background Checks

Program Administrators or Managers should refer to the DOH Caregiver Criminal Screening Act and/or the CYFD Governing Background Checks and Employment History Provisions to determine if your students require Fingerprinting.

Pricing for Background Checks

1) Department completes the “Request for Position Specific Background Check” and the “Background Check Confidentiality Agreement” (on page 3 of this document)

2) Submit above forms to Marisa Castañeda, Student Employment Manager, at mcastan@unm.edu. Please note that if the Hiring Official changes at any point during the hiring process, a new Confidentiality Agreement must be submitted.

3) The Student Employment Manager will notify department that Request for Position Specific Background Check has been approved. All requests that involve working with children are automatically approved.

4) The department submits a Requisition for a Job Ad through UNMJobs. The Requisition must include verbiage to inform applicant that a Background Check is required.

5) Students are not required to sign an Applicant Consent and Disclosure Authorization Form; however, at the time of interview, please remind the student that, if hired, a background check is required. Please take this opportunity to ask the student if there is anything that they would like to disclose before the background check is initiated.

6) If the department decides to hire the student, the department needs to start a Hiring Request and attach a completed “Background Check Request” to the Applicant’s Profile. You must include the following comment in the Offer Details – Notes: “Background Check Form attached”.

Do not send Background Check Requests directly to HR. All requests for student Background Checks must be directed to the Student Employment Office by either:

Attaching Background Check Request to the Hiring Request

-or-

Send the request via email to Brittany Lopez (britlope@unm.edu).

Students must check their UNM email for the link to complete the Offer Letter. After accepting, they will be emailed the Background Check information. They will need to log
into the **Sterling Info Systems** to complete the request. If the student fails to log into the system in a timely manner, it may cause a delay in their employment start date.

7) After the student accepts their **Offer Letter**, the student must visit the Student Employment Office to complete any necessary hiring paperwork. The student should not be allowed to work until the Background Check is complete.

8) The Student Employment Office will be notified when the Background Check is complete. The student will either be “clear” or “not clear” for hire.

9) If the student is clear for hire, the Student Employment Office will email both the student and the department. The student’s **start date** is still dependent on them completing all necessary hire paperwork at the Student Employment Office.

If the student is not clear for hire, the department will receive a call from the Student Employment Manager to discuss your options. If you decide not to hire the student, we will cancel the Hiring Request and begin the Pre-Adverse and/or Adverse Action process. Departments will be charged for any Adverse Action activity that is processed through Sterling.

Fingerprinting packets for CYFD and DOH are available at [http://hr.unm.edu/employment/background-checks.php#forms](http://hr.unm.edu/employment/background-checks.php#forms)
BACKGROUND CHECK CONFIDENTIALITY AGREEMENT

To: Hiring Officer
From: Student Employment
RE: Confidentiality Agreement

I understand that I am being provided with sensitive confidential information regarding an applicant for employment at the University of New Mexico. I agree not to discuss any information regarding this applicant except with my supervisor or others who have a legitimate need to know.

______________________________
Print Name

______________________________  ______________
Signature                     Date