

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>



Division of Enrollment Management
Department of Student Financial Aid

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