



Background Check Request/Fingerprinting Instructions for Departments

Department: Student Employment

05/31/2018

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.

Background check packages and pricing: <https://hr.unm.edu/background-checks-pricing>

Step #	Action Item	Comments/Notes
1	Make sure you selected that a background check is required for the job posting when you submitted the req to Student Employment.	If you did not do this but the position does require a background check you will need to contact Student Employment to fix this.
2	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.	
3	If the department decides to hire the student, the department needs to start a Hiring Request and attach a Background Check Request Form to the students profile for your req under ‘ Documents ’ *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 Stuemp.unm.edu	The form can be found at hr.unm.edu -> Department Resources -> Forms and Documents -> Search for: Background check request form
4	Fill the form out completely *Make sure you review the background check options/pricings If your student/s need fingerprinting you will need to indicate this on the background check request form.	*If your student requires fingerprinting make sure you email Student Employment for the documents you need to have completed. Stuemp.unm.edu
5	The background check link will be sent by Student Employment after the student accepts offer letter and completes onboarding tasks. *Student CANNOT start working until a background check is returned and is clear.	Students need to check their email, they will receive an email from SterlingOne. They need to open the email and click on the link. There is some information they need to fill out before the background check will be run. *The link expires are 7 days. It is the student’s responsibility to let us

		know if they need the link to be resent.
6	If the background check comes back clear Student Employment will finish the hiring process for the student.	
7	If the background check comes back not clear or with an alert Student Employment will contact the department to discuss your options.	If you decide not to hire the student, we will cancel the Hiring Request



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