

## Background Checks Instructions for Departments

Background checks are required for students in "Safety and Security Sensitive Positions." Please refer to UNM Policy 3280: Background Checks at <http://policy.unm.edu/university-policies/3000/3280.html>. Program Administrators or Managers should refer to the DOH Caregiver Criminal Screening Act and/or the CYFD Governing Background Checks and Employment History Provisions (<http://hr.unm.edu/employment/background-checks.php>) to determine if your students require Fingerprinting.

Pricing for Background Checks are available at <http://hr.unm.edu/employment/background-checks.php#pricing>

---

- 1) Department completes the "Request for Position Specific Background Check" and "Background Check Confidentiality Agreement" forms at:  
  
<http://hr.unm.edu/docs/background-check/memo-to-request-position-specific-background-check.docx>  
  
<http://hr.unm.edu/docs/background-check/background-check-confidentiality-agreement.docx>
- 2) Submit above forms to Marisa Castañeda, Student Employment Manager, at [mcastan@unm.edu](mailto: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 sends in a posting for the position through UNMJobs. **The posting 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 Proposal (HP), add to the Dept Originator Comments that a background check is required, and attach a **completed** "Background Check Request" (<http://hr.unm.edu/docs/background-check/background-check-request-form.docx>) form to the student's HP. You must include the following comment in the Originator Comments field:

"Background Check Form attached"

Once we receive the Background Check Request, we will add a comment to the HP that a background check is pending.

**Please 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:**

- 1) Attaching Background Check Request to the HP with a comment

**OR**

- 2) Send via email to Brittany Lopez ([britlope@unm.edu](mailto:britlope@unm.edu)) AND Isaiah Archuleta ([iarchu01@unm.edu](mailto:iarchu01@unm.edu)).

**Very important--Please be sure to instruct your students to check their UNM email for the link to log into the Stirling Info Systems. 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's HP is initiated by the department, please send your student to the Student Employment Office to complete his/her hiring paperwork. **The student should not be allowed to work until the background check is complete.**
- 8) The Student Employment Office will be notified by HR 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 approve the Hiring Proposal (if the student has completed all their hiring paperwork) and we will notify the department that the student is clear to begin working. The Dept Originator will also receive a notice from UNMJobs indicating "All approvals Obtained".

If the student is not clear for hire, you 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 HP 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>