

Background Check Request/Fingerprinting Instructions for Departments

Revision Date: 02/2020
Responsible Department: Student Employment Office

Purpose:

Background Checks are required for students in “Safety and Security Sensitive Positions”. Please refer to UNM Policy 3280: Background Checks. This explains the process of how to request background checks.

Available to:

Program Administrators, Managers, or Supervisors. Please refer to refer to the DOH Caregiver Criminal Screening Act (<https://nmhealth.org/about/dhi/>) and/or the CYFD Governing Background Checks and Employment History Provisions (<https://www.srca.nm.gov/parts/title08/08.008.0003.html>) to determine if your students require Fingerprinting.

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

Roles Needed:

Hiring Coordinator Role

Step #	Action/Field Name	Comments/Options
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	<p>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'</p> <p>*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</p>	<p>The form can be found at hr.unm.edu -> Department Resources -> Forms and Documents -> Search for: Background check request form OR</p> <hr/> <p>https://www.srca.nm.gov/parts/title08/08.008.0003.html)</p>
4	<p>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.</p>	<p>*If your student requires fingerprinting make sure you email Student Employment for the documents you need to have completed. Stuemp.unm.edu</p>
5	<p>The background check link will be sent by Student Employment after the student accepts offer letter and completes onboarding tasks.</p> <p>*Student <u>CANNOT</u> start working until a background check is returned and is clear.</p>	<p>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.</p> <p>*The link expires are 7 days. It is the student's responsibility to let us know if they need the link to be resent.</p>
6	<p>If the background check comes back clear Student Employment will finish the hiring process for the student.</p>	
7	<p>If the background check comes back not clear or with an alert Student Employment will contact the department to discuss your options.</p>	<p>If you decide not the hire the student, we will cancel the Hiring Request</p>