

UNIVERSITY OF NORTHERN COLORADO

BACKGROUND CHECK PROCEDURE – CLASSIFIED STAFF

Authority:

The Director of Human Resource Services (HRS) is responsible for the implementation of the background check process and the review of the results. All background checks will be conducted post offer. The decision not to hire an applicant based on the results of the criminal background will be made in consultation with the appropriate hiring authority.

Forms:

The Background Check form is available at
http://www.unco.edu/hr/forms/pdf/background_check.pdf

<u>Responsibility</u>	<u>Action</u>
Hiring Authority	1. Inform Human Resource Services of hiring decision .
Human Resource Services	2. Distribute Background Check form to employee
Employee	3. Complete Form
Human Resource Services	4. Copy driver's license and fax with form to UNC PD
UNC Police	5. Complete criminal background check and return to HRS.
Human Resource Services	6. Review results and discuss with hiring authority if necessary.

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Contact for Questions: Human Resources @ 351-1814

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