

University of Northern Colorado
Human Resources Procedure

**Background Check Procedure Administrative-Exempt and
Part-time Faculty**

Application: Not necessary if break in employment is less than 6 months unless requested by Hiring Authority or Human Resources.

Authority:

The Director of Human Resources 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 check 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

Responsibility

Action

Contract Originator	1. Inform Human Resources of hiring decision by email.
Contract Originator	2. Distribute Background Check form to employee
Employee	3. Complete Form and return to contract originator
Contract Originator	4. Copy drivers license and fax with form to HR
Human Resources	5. Fax form to UNC PD
UNC Police	5. Complete criminal background check and return to Human Resources.
Human Resources	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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