



## SCOPE

The implementation of a comprehensive background check process is an important step in reducing the potential risk of a poor hiring decision to the University and our students. Beginning January 1, 2005, the University of Northern Colorado implemented post-offer criminal background checks on all new employees.

The criminal background check on new employees will be conducted in the least intrusive manner during the hiring process. Do not stop the hiring/contracting process while waiting for background check results. The investigative check will be conducted by HireRight, Inc., to obtain criminal history in the state, locally and nationally. Any such reports may contain information bearing on character, general reputation, personal characteristics, mode of living and credit standing. The types of information that may be obtained include, but are not limited to: credit reports, social security number, criminal records checks, public court records checks, including civil, driving records, educational records, verification of employment positions held, workers compensation records, personal and professional references, licensing, certification, etc. The information contained in these reports may be obtained by HireRight from private or public record sources including sources identified by you in your job application or through interviews or correspondence with your past or present coworkers, neighbors, friends, associates, current or former employers, educational institutions or other acquaintances.

## DIRECTIONS

The person responsible for contacting the employee to complete the background check, distributing the form, and returning the form to Human Resource Services (HRS) will vary by type of hiring process.

### Classified

**Inform employee:** *Human Resource Services Office (Deb Rees)*

**Follow up on missing forms:** *Human Resource Services Office (Deb Rees)*

**Inform hiring authority of results:** *Human Resource Services (Deb Rees)*

**Additional Information:** *Positions requiring Ergo Med physical examinations prior to employment will not schedule appointment until background has been completed.*

### Full-time Faculty

**Inform employee:** *Provost Office with letter of intent (Jane Graff)*

*E-mail Julie Nava of the hiring decision.*

*Submit or fax form and legible copy of driver's license to HR at 351-1386*

**Follow up on missing forms:** *Human Resource Services Office (Josie Sanchez)*

**Inform hiring authority of results:** *Human Resource Services (Josie Sanchez). Proceed with search process unless other-wise instructed.*

**Additional Information:** *The decision not to hire an applicant based on the results of the criminal background will be made in consultation with the appropriate Dean.*

### All Other Faculty/Professional Administrative Staff

**Inform employee:** *Contract Originator*

*E-mail Julie Nava of the hiring decision.*

*Submit or fax form and legible copy of driver's license to HR at 351-1386*

**Follow up on missing forms:** *Human Resource Services Office (Josie Sanchez)*

**Inform hiring authority of results:** *Human Resource Services (Josie Sanchez). Proceed with employment process unless other-wise instructed.*

**Additional Information:** *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.*



### Temporary Employees

**Inform employee:** *Hiring Authority*

*Submit or fax form and legible copy of driver's license to HR at 351-1386*

**Follow up on missing forms:** *Human Resource Services Office (Josie Sanchez)*

**Inform hiring authority of results:** *Human Resource Services (Josie Sanchez). Proceed with employment process unless other-wise instructed.*

**Additional Information:** *We will not conduct checks on Temporary employees working less than 1 month unless requested by the hiring authority or for those working in a sensitive area as determined by Human Resource Services. 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.*

### Graduate Assistants/Teaching Assistants/Student Employees

No background check will be complete on GA/TA's. On the Graduate School Application for Admission in the section General Information it states:

"**YOU MUST ANSWER THE QUESTION BELOW.** If you answer 'yes' attach a statement of explanation. Failure to do so will delay processing of your application. Have you ever been convicted of crime? (Traffic violations are exempt) \_\_Yes \_\_No"

#### **Additional Information**

The intent is for this process to be handled centrally by the Human Resource Services (HRS) office as much as possible. We need help with the initial distribution of the background check form to the new employees, and an email to the HR office. After that part is completed, the responsibility for completion of the process lies with the HRS office. For unique employment situations that arise on campus, please contact the Human Resource Services office for application of the background check procedure.

Previous employees who are returning to work after a break of one (1) year or less will not be subject to another background check unless requested by the hiring authority or Human Resource Services. Current employees who are promoted into a new position after January 1, 2005 will be subject to the background check requirement.

The Background Check form is available at: <http://www.unco.edu/hr/forms/HRS%20Forms/ApplicantBackgroundRelease09.pdf>

#### **AUTHORITY**

The Director of Human Resource Services 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.