

University of Northern Colorado Human Resources Procedure

Background Check Procedure

Description:

Full-Time Faculty Employment

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 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

Hiring Authority	1. Inform Provost Office of hiring decision .
Provost Office	2. Distribute Background Check form to employee
Employee	3. Complete Form and return to Provost Office
Provost Office	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 Dean if necessary.

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Contact for Questions: Human Resources @ 351-1814

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