

University of Northern Colorado Human Resources Procedure

Background Check Procedure – Temporary Employment

Application: Not necessary if duration of employment is less than 1 month 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 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 Human Resources of hiring decision by completing appropriate hiring form.
Hiring Authority	2. Distribute Background Check form to employee
Employee	3. Complete Form and return to hiring authority
Hiring Authority	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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