

**Sensitive Duties Checklist**

**Instructions:**

1. This form must be completed by the hiring department for *all* hires of temporary employees; student employees; and graduate students to determine if the hire requires a background check
2. This form must be completed by the hiring department when they are transferring an employee, promoting an exempt employee into a position, or reclassing a position to determine if the personnel transaction requires a background check
3. Hiring Department Contact completes Sections 1, 2, 3, and 4
4. Hiring Manager signs Section 4
5. To avoid any delays in processing, the Hiring Department Contact should forward a fully completed and signed form to Employment Services with the EPAF.
6. If Section 3 is checked with “none” no need for a background check. If Section 3 is checked with items other than “none” a background check must be completed and submitted at the same time. Email to teamhrs@nmsu.edu

*New Mexico State University requires a background review on graduate assistants, teaching assistants, post-doctoral appointees and other temporary employees, student employees, volunteers, and affiliates that have significant responsibilities as listed below:*

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|  **Section 1: Hiring Department Information**  |
| Hiring Department / College      | Requisition Number      | Type of Hire Regular[ ]  Temp[ ]  Student[ ]  Grad[ ]  Other[ ]  |
| Position Title of Applicant      | Name of Candidate *(if known)*       | Aggie ID      |
| **Section 2: Employment Action that Applies** |
| [ ] Hire [ ] Transfer [ ] Promotion [ ] Reclassification [ ] Reassigned Duties |
| **Section 3: Sensitive Duties (*check all that apply)*** |
| [ ]  Care, safety and security of people or property (includes sworn public safety officers, childcare workers, camp counselors, etc.) [ ]  Direct access to, or control over, cash, checks, credit card account information (includes cash handling or credit card acceptance positions)[ ]  Authority to commit financial resources of the university through purchases or contracts[ ]  Control over campus-wide or departmental business processes, either through functional roles or systems security access (includes network administrators, system programmers, etc.)[ ]  Access to detailed personally identifiable information about individuals or organizations associated with NMSU (includes information about volunteers, affiliates, students, staff, alumni, and/or vendors)[ ]  Possession or access to building master or sub-master keys; access to residences and certain other facilities, particularly laboratories (includes custodial service, locksmith, residential and student services program employees, etc.)[ ]  Regular operation of university vehicles[ ]  None of the above – does not require a background check |
| **Section 4: Department Information** |
| Name of Hiring Manager       | Signature of Hiring Manager | Date      |
| Name of Department Contact:       | Contact Phone #:       |
|  **After completing sections 1, 2, 3 and 4, send this form to Employment Services at:** **teamhrs@nmsu.edu** |