

Background Check Process Flow

Regular Faculty, Exempt, Non-Exempt Hires and TERM Appointments

<p style="text-align: center;">PeopleAdmin Posting</p>	<ul style="list-style-type: none"> • Positions posted utilizing PeopleAdmin are not required to submit the Sensitive Duties Checklist • All new regular staff, faculty hires and TERM appointments require a background check
<p style="text-align: center;">Hiring Proposal</p>	<ul style="list-style-type: none"> • All employment offers are required to include a statement indicating that the offer is contingent on the results of the background check
<p style="text-align: center;">Hiring Confirmation (HC) and Background Check Timeline</p>	<ul style="list-style-type: none"> • If the candidate accepts the offer of employment: departments are required to finalize Hiring Confirmation in PeopleAdmin and attach the signed Offer. • The HR Team will approve the Hiring Confirmation and process the request for HireRight to send the Employee an invitation to fill out the Background Verification Request electronically. The employee has five (5) business days complete the request • ES received the background check results from HireRight electronically (Note: Results of background checks are generally received from HireRight within e-5 business days of entry into the electronic system)
<p style="text-align: center;">Background Check Results - No Adverse Information</p>	<ul style="list-style-type: none"> • Background check shows no adverse information: Hiring authority is notified that the process has been completed and the hiring process is now finalized
<p style="text-align: center;">Background Check Results - Adverse Information No Action Required</p>	<ul style="list-style-type: none"> • Background check shows adverse information: ES Mgr (in consultation with General Counsel) reviews adverse information in conjunction with job duties; makes a determination that no further action is needed, and ES notifies the hiring authority that the process has been completed and the hiring process is now finalized
<p style="text-align: center;">Background Check Result - Adverse Information Additional Information Required</p>	<ul style="list-style-type: none"> • Background check shows adverse information: ES Mgr, in consultation with General Counsel, reviews information in conjunction with sensitive duties checklist and job duties to make a determination if further action is needed • HRS Team Partner contacts the prospective employee to schedule a meeting to obtain additional information and provide a pre-adverse action notice, background report findings and a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act" • The applicant has five (5) days to respond. ES Mgr will consult with the Campus President/Dean/VPres directly regarding the findings. A final determination will be made, which may result in no further action, withdrawal of offer or termination. If no further action is necessary, ES notifies the hiring authority that the process has been completed and the hiring process is now final
<p style="text-align: center;">Background Check Results - Adverse Information, Adverse Action Required</p>	<ul style="list-style-type: none"> • If a response is not received within the time allotted or the appeal by the applicant is overturned by NMSU, a final Adverse Action Notice will be submitted to the applicant • If further action is necessary, ES Mgr consults with General Counsel, and when appropriate with EMS, OIE and/or the Provost Office • If adverse action is taken – employee is terminated in accordance with procedures for termination or rescinding of offer