

## Background Check Process Flow Temporary Faculty, Temporary Staff and Student/Graduate Hires

<p>EPAF Action</p>	<ul style="list-style-type: none"> <li>•All positions filled on or after 7/1/2008 must submit the Sensitive Duties Checklist</li> <li>•Sensitive Duties Checklist is utilized in conjunction with the results of the background check</li> <li>•After candidate has been qualified and the EPAF has been approved by Employment Services (ES) or loaded into BANNER, the candidate is extended an offer of employment contingent on the results of the background check</li> <li>•If the candidate accepts the offer of employment, a completed and signed Background Check Release form is requested and required from the prospective employee to be submitted to ES through the hiring department</li> </ul>
<p>Background Check Timeline</p>	<ul style="list-style-type: none"> <li>•Hiring authority has the option to pend the start date for successful completion of the background check (Recommended)</li> <li>•The HR Team will process the background request through HireRight within 5 business days</li> <li>•ES receives background check results from HireRight electronically (Note: Results of background checks are typically received from HireRight within 2-5 days of entry into the electronic system)</li> </ul>
<p>Background Check Results - No Adverse Information</p>	<ul style="list-style-type: none"> <li>•Background check shows no adverse information: Hiring authority is notified that the process has been completed and the hiring process is now finalized</li> </ul>
<p>Background Check Results - Adverse Information No Action Required</p>	<ul style="list-style-type: none"> <li>•Background check shows adverse information: ES Mgr (in consultation with General Counsel) reviews adverse information in conjunction with Sensitive Duties Checklist and 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</li> </ul>
<p>Background Check Results - Adverse Information Additional Information Required</p>	<ul style="list-style-type: none"> <li>•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</li> <li>•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"</li> <li>•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</li> </ul>
<p>Background Check Results - Adverse Information, Adverse Action Required</p>	<ul style="list-style-type: none"> <li>•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</li> <li>•If further action is necessary, ES Mgr consults with General Counsel, and when appropriate with EMS, OIE and/or the Provost Office</li> <li>•If adverse action is taken – employee is terminated in accordance with procedures for termination or rescinding of offer</li> </ul>