



Policy Statement

University of North Dakota (UND/University) Human Resources & Payroll Services conducts background checks on faculty, staff, and student employees hired for positions as indicated in this document. Background checks are verification of credentials and other information about prospective candidates for employment, current employees, affiliates, contractors, or volunteers. At UND, such verification may include any or all the following: criminal history check/national sex offender registry check, employment verification, license and/or certification verification, credit checks, and/or academic credential verification. Background checks are conducted at the expense of the Human Resources department.

<https://und.policystat.com/?next=%2Fpolicy%2F8182129%2Flatest%2F>

When should I run a background check?

For the following positions, a criminal history and sex offender registry (SOR) check are required before beginning employment:

1. All benefited employees, and
2. Non-benefited employees, including students, affiliates, and volunteers who:
 - a. Have access to confidential or proprietary information;
 - b. Have master keys;
 - c. Have access to cash, credit, debit, or other University financial transactions;
 - d. Are residence hall and/or apartment managers, directors, or assistants, or other housing staff;
 - e. Are childcare employees and/or employees who have unsupervised contact with minor children;
 - f. Are responsible for, or with access to, controlled substances and other drugs, explosives and/or potentially dangerous chemicals, and other substances;
 - g. Are instructional faculty and staff, including graduate teaching assistants; or,
 - h. Are counselors or coaches.

Criminal history and sex offender registry (SOR) checks must be completed on new hires, rehires, transfers from another NDUS institution, and transfers and promotions within UND, including faculty (if the individual has never completed a criminal history or SOR check for UND). A criminal history and SOR check must be completed every 24 months for volunteers and temporary hires for camps and other activities that involve minors.

How do I submit a background check in RS for a student, staff, or faculty?

After the verbal offer has been made to the candidate, you will need to initiate a background check if one is required for the position. You can also see previous background checks that have been run through Recruiting Solutions.

- **Student** – refer to page 31 of the UND Student Employment RS Guide: <https://und.edu/student-life/student-employment/ files/docs/recruiting-solutions-hiring-manager-guide.pdf>
- **Staff and Faculty** – refer to page 3 of the UND Staff/Faculty Recruitment Guide: <https://campus.und.edu/human-resources/ files/docs/recruiting-solutions/recruiting-solutions-guide-for-staff-and-faculty-5-26.pdf>

Once the background check is complete & cleared, you may request your offer through Recruiting Solutions.



Background Check Definitions:

Screening Statuses

- **PreDraft** - Email sent; Information from candidate is required
- **Draft** - Client information gathered; Ready to begin processing
- **Pending** - Processing; At least 1 report item within this package has a status of pending
- **Cancelled** - The candidate did not submit their data by the expiration date
- **Complete** - All report items are set to complete within the package

Screening Results

- **Pending** - Processing; At least 1 report item within this package has a status of pending
- **Clear** - Everything good, the screening passes
- **Consider** - The screening needs review according to the criminal history background check policy. Briss Donis-Van Asch will contact you when you may proceed.

How do I Submit a background check for a direct hire?

- Complete the CHBC form and return to Briss Donis-Van Asch.
- <https://campus.und.edu/human-resources/files/docs/chbc/chbc-form-hw-edits.pdf>

How to submit a background check for a Courtesy appointment/Affiliate?

- Complete the Affiliate form and request a background check from Briss Donis-Van Asch.
- <https://campus.und.edu/human-resources/files/docs/affiliates/affiliate-und2.pdf>

Things to keep in mind:

- Background checks will be sent to the email address the candidate used to create a profile when applying for the position. Please double check the email address with the candidate.
- Background check emails from Sterling are sometimes delivered to the spam folder.
- Patience is key! General time frame for Some states/counties take longer than others to release court documents.