UND Background Checks

University of North Dakota Human Resources 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. To read the full policy, click here.

When should I run a background check?

For the following positions, a background check is required before beginning employment:

1. All benefited employees (staff and faculty), and
2. Non-benefited employees, including students, affiliates, and volunteers who meet one or more of the below criteria.
    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
    h. Are counselors or coaches

Background checks must be completed on new hires, rehires, and transfers from another NDUS institution. Transfers and promotions within UND, including faculty, will also need a background check completed if the individual has never completed a background check for UND. Background checks must be completed every 24 months for volunteers and temporary hires for camps and other activities that involve minors.

If you are rehiring someone that has recently left the university, or hiring a transfer employee, please contact Recruiting Assistant, Shannon Nord to confirm if there is an active background check on file.

How do I initiate a background check in PageUp?

Hiring Managers can initiate a background check by updating the candidate's status to **'Background Check – Initiated'** and then selecting the appropriate package on the next screen. After selecting the package, click **'Move Now'**. This will initiate an email to the candidate from Sterling (UND's background check vendor). The email will be sent to the email account the candidate registered with. Once the background check is complete, the candidate's status will update to 'Background Check Complete – Proceed with Offer Card' and the hiring manager will receive a confirmation email from PageUp.

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

Complete the CHBC form and send it to the Recruiting Assistant (Shannon Nord).

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

Complete the Affiliate form and request a background check from the Recruiting Assistant (Shannon Nord).

UND UNIVERSITY OF NORTH DAKOTA LEADERS IN ACTION