Evaluation of Vacant Temporary, Fixed-Term, and Student (including Graduate Assistant) Positions to Determine Need for Criminal Background Check

The following information must be provided by the hiring department and approved prior to filling the position.

Department Name ________________________________________________________________
Vacant Position Title/Classification ________________________________________________

1. Does this evaluation apply only to one specific position, or will it apply to all vacant positions with this same position title/classification?
   a. __________ Request applies to all vacant positions with this title/classification
   b. __________ Request applies only to this specific position# ____________________

2. Indicate whether this position will include any of the following job responsibilities by placing an "X" next to all that apply:
   a. Access to secured or sensitive areas including, but not limited to, those containing cash or financial receipts;
   b. Access to select agents (biological agents or toxins) and/or controlled substances;
   c. Patient and/or child and/or dependent adult population contact, not including University students who are under the age of 18;
   d. Cash/check handling and/or processing responsibilities;
   e. Financial management and/or payroll processing;
   f. Security responsibilities;
   g. Performance of duties related to critical infrastructure services or significant health or safety responsibilities;
   h. Access to information technology: "root" or "administrator" access level to enterprise systems; "administrator" access level to institutional databases; unsupervised physical access to critical infrastructure services or systems such as telephone switch equipment, networking routers and switches, and data centers;
   i. Supervisory duties related to the above;
   j. None of the above: Please provide additional detail regarding the nature of the work duties.

☐ This position is security-sensitive and requires a criminal background check.
☐ This position is not security-sensitive and does not require a criminal background check.

_______________________________________________________________________________________________________________

Signatures/Approvals Required:

Department HR Representative Completing this Form ___________________________ Date ___________________________

Department Director ___________________________ Date ___________________________

Associate Dean for Faculty or Senior HR Leadership Representative ___________________________ Date ___________________________

Return signed copy of form to Departmental HR Representative