

Background Check

Complete this process to request a background check be run on a student.

This is a two-step process:

1. the department submits the form
2. the student completes the survey for the check to run

Complete the Background Check Release Form

Access the Background Check Release Form from the <https://stuemp.uccs.edu/forms> or <https://hr.uccs.edu/document-library#forms-templates> webpages or via this link:

[https://dm-unityform.prod.cu.edu/UnityForms/UnityForm.aspx?d1=AYiUNfM%](https://dm-unityform.prod.cu.edu/UnityForms/UnityForm.aspx?d1=AYiUNfM%2b1l1LKQH4wfCWzAueo9kBkbLckKoGea66Fbvbc2duDCm9Hq35sWtcZRLXJZbSpWrtRNvdeszq1JvMhgKu1NXbHp%2b4Lqp5XQjDXpd12t7zHhg3mJ2tfrN6oW0Zeig1aEHOPWQgNjAmPsWWrTtwxofgYiH3RbQW5CBMn%2fEmX3IP71YbKC4y2hTcdsalzOr7KGWL7lxm5wBQmkggU9y5ZhbP626c1ZoYORKIL9mZ2aSWptER8DYtlojvngzJVA%3d%3d)

[2b1l1LKQH4wfCWzAueo9kBkbLckKoGea66Fbvbc2duDCm9Hq35sWtcZRLXJZbSpWrtRNvdeszq1JvMhgKu1NXbHp%](https://dm-unityform.prod.cu.edu/UnityForms/UnityForm.aspx?d1=AYiUNfM%2b1l1LKQH4wfCWzAueo9kBkbLckKoGea66Fbvbc2duDCm9Hq35sWtcZRLXJZbSpWrtRNvdeszq1JvMhgKu1NXbHp%2b4Lqp5XQjDXpd12t7zHhg3mJ2tfrN6oW0Zeig1aEHOPWQgNjAmPsWWrTtwxofgYiH3RbQW5CBMn%2fEmX3IP71YbKC4y2hTcdsalzOr7KGWL7lxm5wBQmkggU9y5ZhbP626c1ZoYORKIL9mZ2aSWptER8DYtlojvngzJVA%3d%3d)

[2b4Lqp5XQjDXpd12t7zHhg3mJ2tfrN6oW0Zeig1aEHOPWQgNjAmPsWWrTtwxofgYiH3RbQW5CBMn%](https://dm-unityform.prod.cu.edu/UnityForms/UnityForm.aspx?d1=AYiUNfM%2b1l1LKQH4wfCWzAueo9kBkbLckKoGea66Fbvbc2duDCm9Hq35sWtcZRLXJZbSpWrtRNvdeszq1JvMhgKu1NXbHp%2b4Lqp5XQjDXpd12t7zHhg3mJ2tfrN6oW0Zeig1aEHOPWQgNjAmPsWWrTtwxofgYiH3RbQW5CBMn%2fEmX3IP71YbKC4y2hTcdsalzOr7KGWL7lxm5wBQmkggU9y5ZhbP626c1ZoYORKIL9mZ2aSWptER8DYtlojvngzJVA%3d%3d)

[2fEmX3IP71YbKC4y2hTcdsalzOr7KGWL7lxm5wBQmkggU9y5ZhbP626c1ZoYORKIL9mZ2aSWptER8DYtlojvngzJVA%3d%3d](https://dm-unityform.prod.cu.edu/UnityForms/UnityForm.aspx?d1=AYiUNfM%2b1l1LKQH4wfCWzAueo9kBkbLckKoGea66Fbvbc2duDCm9Hq35sWtcZRLXJZbSpWrtRNvdeszq1JvMhgKu1NXbHp%2b4Lqp5XQjDXpd12t7zHhg3mJ2tfrN6oW0Zeig1aEHOPWQgNjAmPsWWrTtwxofgYiH3RbQW5CBMn%2fEmX3IP71YbKC4y2hTcdsalzOr7KGWL7lxm5wBQmkggU9y5ZhbP626c1ZoYORKIL9mZ2aSWptER8DYtlojvngzJVA%3d%3d)

NOTE: You may need to copy and paste the url if clicking the link does not work.

Background Check Request Form

In accordance with UCSS campus policy 300-002, Employment Background Checks, all final candidates for employment or promotion must consent to a background check and the results of the background check must be available to UCSS before the employment/promotion start date. Volunteers, Affiliates, and Contractors may be required to consent to a background check in order to be considered eligible to perform any services for the university, and in accordance with applicable laws, policies, and regulations. For additional information, please see the campus policy on Employment Background Checks.

All Final Applicants shall be subject to the following checks:

1. Reference checks must be completed for all Final Applicants for University Staff, Classified Staff and Faculty positions. Reference checks are optional for student employees. The hiring department is responsible for conducting reference checks.
2. A Criminal History Check.
3. An Excluded/Denied Parties List System Check.
4. A Sex Offender Registry Check.
5. A Social Security Trace.

A Financial History Check is substantially related to and shall be conducted for all Final Applicants in the following positions:

1. Administrators and Officers at or above the Assistant Vice Chancellor level
2. Leadership positions at or above the director and chair level, and
3. Positions in campus departments with centralized and primary responsibility for significant University resources.

A Motor Vehicle Check shall be conducted for Final Applicants for positions whose responsibilities include driving University vehicles. Commercial Motor Vehicle (CMV) drivers and Commercial Driver's License (CDL) drivers who perform a safety sensitive function are required to do additional background checks in accordance with Federal Motor Carrier Safety Administration (FMCSA) regulations prior to being employed in this capacity by the university.

To initiate a background check, please complete this form and submit it. The Human Resources Office will initiate the background check using an ELECTRONIC consumer-reporting agency such as HireRight, Inc. and/or Visual Compliance, Inc. Please inform the candidate to expect an e-mail from HireRight and/or Visual Compliance. You must provide an email address to complete this process. You will receive a notification regarding the status of the background check once the Office of Human Resources has reviewed the results. The candidate must not start until that notification is received.

Department Information	
Date Submitted (Autofilled with Current Date)	
Department the Position will report to *	
Job Title for which background is conducted	
Job Code	
Hired through CU Careers? *	<input type="radio"/> Yes <input type="radio"/> No
Requisition Number	
Is this person a: (Reason for background check) *	
<input type="radio"/> Faculty or Staff pre-employment <input type="radio"/> Faculty or Staff promotion <input type="radio"/> Volunteer (including Students) <input type="radio"/> Person of Interest (POI) <input type="radio"/> Student Employment pre-employment	
Standard check performed - Please select additional checks if needed:	
<input type="checkbox"/> Motor Vehicle	
<input type="checkbox"/> Financial History	
<input type="checkbox"/> Director	
<input type="checkbox"/> Executive	
Name of Requestor: *	
Requestor Email *	

Applicant Information			
Legal First Name *	Legal Middle Name	Legal Last Name *	Applicant Email Address *

Submit

Department Information	
Date Submitted (Autofilled with Current Date)	
Department the Position will report to *	40128
Job Title for which background is conducted	Student Employment Assa
Job Code	4101
Hired through CU Careers? *	<input type="radio"/> Yes <input type="radio"/> No
Is this person a: (Reason for background check) *	
<input type="radio"/> Faculty or Staff pre-employment <input type="radio"/> Faculty or Staff promotion <input type="radio"/> Volunteer (including Students) <input type="radio"/> Person of Interest (POI) <input checked="" type="radio"/> Student Employment pre-employment	
Standard check performed - Please select additional checks if needed:	
<input type="checkbox"/> Motor Vehicle	
<input type="checkbox"/> Financial History	
<input type="checkbox"/> Director	
<input type="checkbox"/> Executive	
Name of Requestor: *	Jennifer Biga
Requestor Email *	biga@uccs.edu

Applicant Information			
Legal First Name *	Legal Middle Name	Legal Last Name *	Applicant Email Address *
John		Biga	biga15@uccs.edu

Submit

The date submitted will autofill with today's date when the form is submitted.

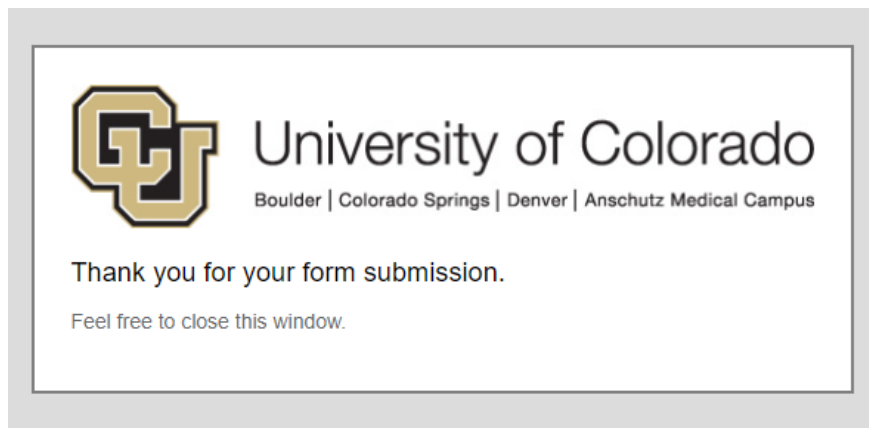
Fill in the Department, Job Title, and Job Code. For Student Employment positions, always answer No to the "Hired through CU Careers?" question and then there will be no requisition number requested. For Student Employment positions, choose the Student Employment pre-employment radio button; this will route the form to our office.

The only potential additional check a student employee might need would be the Motor Vehicle check. If the position will require a student to drive University vehicles, please check this box; otherwise the standard check will be run.

Add your name and email address in the Name of Requestor and Requestor Email boxes.

In the bottom section of the form, fill in the student's Legal First Name and Legal Last Name and their UCCS email address. If you know their middle name, please add that as well but it is not required.

Once complete, click the Submit button to submit the form for processing. The form will route to either HR or the Student Employment Office based on the radio button selected. When successfully submitted you will see the following screen.



What happens next?

Once the form is submitted and routed to the Student Employment Office, you will receive a confirmation email from Cherwell. This email provides you with your ticket number, the type of ticket submitted, and the name of the student associated with the ticket in case you need to follow-up regarding the ticket. Our office will send the student an email from HireRight for them to complete the survey and have the background check complete.

Student Employment Ticket 117137 Notify SEO Background Check Requ...



Student Employment Help
To Jennifer Biga



12:43 PM

SE Case 117137

Description:

Notify SEO Background Check Request for Emily VanGundy

Customer Name: Jennifer Biga

Phone: +1 (719)255-3564

Email: jbiga@uccs.edu

We are pleased to inform you that your case has been added to the Student Employment system. Your record ID is 117137. Please retain this number for reference purposes. One of our representatives will contact you shortly.

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view more details: [SE Case 117137](#).

UCCS Student Employment
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
Cragmor Hall 104
719-255-3454 office
719-255-3650 fax

At any time you can reply to this email with a question or to share any information with our department.

Once the background check has been completed, you will receive an email with the background check results. The ticket may remain open if we do not have a SEPO ticket to match it to. We do not close background check tickets until we have matched them to a SEPO ticket in Cherwell. The only additional communication you would receive after the background check results have been sent would be a follow-up if we have never received a SEPO to complete the hire for the student. In that case, we do reach out to see if you are still planning to hire the student or if we should close the ticket as no SEPO will be submitted.

Case 48326 Update



Student Employment Help

To Jennifer Biga

Reply Reply All Forward

Tue 10/27/2020 1:24 PM

ReportofInvestigationemailJB.doc
71 KB

Case 48326 for Jennifer Biga.

Good afternoon,

Attached is the pre-employment screen for [REDACTED], Student Employee Candidate.

Please contact me if you have any questions.

Thank You,

Jennifer Biga
UCCS Student Employment
[1420 Austin Bluffs Parkway](#)
[Colorado Springs, CO 80918](#)
Cragmor Hall 104
719-255-3454 office
719-255-3650 fax

Troubleshooting

If you are having issues with the form, you will want to reach out to HR at hrhelp@uccs.edu as they are the owner of the form.

For help regarding the hiring process for student employees, please reach out to stuemp@uccs.edu.

If you have not received background check results within a week of submitting the form, there is a good chance the student has not responded to the email to submit the survey. You may want to reach out to our office to confirm the student's email address and to the student to remind them that they need to respond to the email from HireRight and submit the survey. Some background checks may be delayed if the student has lived in areas that do not report out often. Our office works the background check queue multiple times per day and sends out results as soon as we receive them.

Student Employment Office

Student Employment is here to help. If you have questions about any step in this process, please contact Student Employment at (719) 255-3454, stuemp@uccs.edu, or visit us in Cragmor Hall Room 104.



University of Colorado
Colorado Springs