

BACKGROUND CHECKS – FREQUENTLY ASKED QUESTIONS

1. Why do we have this policy?

To protect the campus community and comply with applicable laws.

2. What is included in a background check?

Background checks include but are not limited to, criminal search, sexual offender/predator registry, positive identification (name and social security), US government terrorist search and sanctions check, etc. Refer to the [Background Check Procedures No. 1010](#) for additional details.

3. What is the Trustworthy and Reliable Certification (T&R)?

Trustworthy and Reliable Certification is a requirement for all employees who require unescorted access to areas containing radioactive materials of concern. These employees are generally research personnel that utilize irradiators; however, there are indirect personnel that also require T&R certification. Example: Campus Security, Dispatchers, ID/Access Control, Radiation Safety and some Facilities employees.

4. Who will be subject to a background check?

All existing employees or outside applicants who receive an offer of appointment for a regular full time or part time position will have a background check completed prior to starting the appointment. **Non-faculty volunteers and temporary employees are required to complete a background check.**

5. Do current employees have to undergo background checks?

Current employees who apply for a posted position, and are offered an appointment for employment to this new position, will be subject to a background check.

6. At what point in the hiring process is the background check requested?

Background checks are requested after a job offer, in writing, has been accepted. Background checks are required to be complete prior to the appointment and

7. How long does a criminal background check take?

The average turnaround time for a standard background check is **7-10 business days**. Additional checks and other services may take longer. Trustworthy and Reliable Certification checks may take up to 1-2 weeks.

8. How will the University protect an individual's right to privacy?

UNMC policy and state and federal laws recognize an individual's right to privacy and prohibits campus employees and others from seeking out, using, or disclosing personal information except within the scope of their assigned duties.

9. What are the costs for criminal background checks and who pays for them?

The cost for the Standard Background check is \$39.10, Trustworthy and Reliable Certification Check is \$69.10, International background checks range from \$60 to \$250. Additional services are available on an "a-la-carte" basis. Cost for the background checks are back charged to the respective departments.

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