

**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 (county, state and federal); Sexual Offender/Predator Registry; U.S. Government Terrorist List Search; Maiden/AKA Name Search; Sanction Check and Educational checks. Educational checks includes High School degree and/or College degree (Associate, Bachelor, Master, PhD., etc.).

**Additional Checks:**

- Credit Checks will be utilized for positions with regular cashiering responsibilities, or that have been deemed to have a high level of access to university accounts. A position utilizing a purchasing card that is reconciled on a regular basis is not required to have a credit check.
- Child and Adult Abuse Registry checks must be performed for positions requiring physical access to and/or in person contact with patients, children under the age of 18 and/or vulnerable adults. These checks are now completed online which is decreasing processing time from approximately 30 to 45 days to 3 to 10 days. You may review [NE Abuse Applicant Walkthrough](#).
- Motor vehicle history checks will be performed for any position that requires operation of a motor vehicle.
- Depending on the specific duties of the position other checks may be completed based on business necessity or legal requirements.

You may review additional information in [Background Check Procedures](#)

**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, temporary position, student worker or volunteer opportunity will have a background check completed prior to starting the appointment.

**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 verbal job offer has been accepted.

**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 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?**

**Approximate**

- **Standard Background Check:** \$39.10
- **US Education Check:** range from \$10 - \$25
- **DHHS Adult/Child Abuse Registry:** \$5
- **Trustworthy and Reliable Certification Check:** \$69.10
- **MVR:** range from \$5 - \$30
- **Credit:** \$8

The cost for the background checks is back charged to the respective departments.

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