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**Sensitive Duties Checklist**

**Instructions:**

1. This form must be completed by the hiring department for *all* hires of temporary employees; student employees; and graduate students to determine if the hire requires a background check
2. This form must be completed by the hiring department when they are transferring an employee, promoting an exempt employee into a position, or reclassing a position to determine if the personnel transaction requires a background check
3. Hiring Department Contact completes Sections 1, 2, 3, and 4
4. Hiring Manager signs Section 4
5. To avoid any delays in processing, the Hiring Department Contact should forward a fully completed and signed form to Employment Services with the EPAF.
6. If Section 3 is checked with “none” no need for a background check. If Section 3 is checked with items other than “none” a background check must be completed and submitted at the same time. Email to [teamhrs@nmsu.edu](mailto:teamhrs@nmsu.edu)

*New Mexico State University requires a background review on graduate assistants, teaching assistants, post-doctoral appointees and other temporary employees, student employees, volunteers, and affiliates that have significant responsibilities as listed below:*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 1: Hiring Department Information** | | | | | | | |
| Hiring Department / College | Requisition Number | | | | Type of Hire  Regular Temp Student Grad Other | | |
| Position Title of Applicant | | Name of Candidate *(if known)* | | | | Aggie ID | |
| **Section 2: Employment Action that Applies** | | | | | | | |
| Hire Transfer Promotion Reclassification Reassigned Duties | | | | | | | |
| **Section 3: Sensitive Duties (*check all that apply)*** | | | | | | | |
| Care, safety and security of people or property (includes sworn public safety officers, childcare workers, camp counselors, etc.)  Direct access to, or control over, cash, checks, credit card account information (includes cash handling or credit card acceptance positions)  Authority to commit financial resources of the university through purchases or contracts  Control over campus-wide or departmental business processes, either through functional roles or systems security access (includes network administrators, system programmers, etc.)  Access to detailed personally identifiable information about individuals or organizations associated with NMSU (includes information about volunteers, affiliates, students, staff, alumni, and/or vendors)  Possession or access to building master or sub-master keys; access to residences and certain other facilities, particularly laboratories (includes custodial service, locksmith, residential and student services program employees, etc.)  Regular operation of university vehicles  None of the above – does not require a background check | | | | | | | |
| **Section 4: Department Information** | | | | | | | |
| Name of Hiring Manager | | | Signature of Hiring Manager | | | | Date |
| Name of Department Contact: | | | | Contact Phone #: | | | |
| **After completing sections 1, 2, 3 and 4, send this form to Employment Services at:** [**teamhrs@nmsu.edu**](mailto:teamhrs@nmsu.edu) | | | | | | | |