



# Sensitive Duties Checklist

### Instructions:

1. This form must be typed out by the hiring department for all hires of temporary employees; student employees; graduate students; and summer camp volunteers to determine if the hire requires a background check.
2. Hiring Manager must complete Sections 1, 2, 3, and 4
3. To avoid any delays in processing, the Hiring Manager should submit a fully completed and signed form to Employment Services with the EPAF.
4. 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. Send this form through the TDX system <https://help.nmsu.edu/TDClient/267/Portal/Requests/ServiceDet?ID=7791> Details regarding submission can be found at this link. Once received by HRS, we will notify the applicant via email to complete the background check through HireRight.

*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   |                   | EPAF Number                 | Type of Hire<br>Temp <input type="checkbox"/> Student <input type="checkbox"/> Grad <input type="checkbox"/> Other <input type="checkbox"/> |
| Position Title of Applicant   | Name of Candidate | Candidate Aggie ID          | Candidate Email   |
| Section 2: Employment Action that Applies   |                   |                             |   |
| <input type="checkbox"/> Hire <input type="checkbox"/> Transfer <input type="checkbox"/> Summer Camp <input type="checkbox"/> Reassigned Duties   |                   |                             |   |
| Section 3: Sensitive Duties ( <i>check all that apply</i> )   |                   |                             |   |
| <input type="checkbox"/> Care, safety and security of people or property (includes sworn public safety officers, childcare workers, camp counselors, etc.)<br><input type="checkbox"/> Direct access to, or control over, cash, checks, credit card account information (includes cash handling or credit card acceptance positions)<br><input type="checkbox"/> Authority to commit financial resources of the university through purchases or contracts<br><input type="checkbox"/> Control over campus-wide or departmental business processes, either through functional roles or systems security access (includes network administrators, system programmers, etc.)<br><input type="checkbox"/> Access to detailed personally identifiable information about individuals or organizations associated with NMSU (includes information about volunteers, affiliates, students, staff, alumni, and/or vendors)<br><input type="checkbox"/> 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.)<br><input type="checkbox"/> Regular operation of university vehicles<br><input type="checkbox"/> 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 #:            |   |
| <p><b>*NOTE- The department is responsible for ensuring that employees complete their background check after receiving the email from HireRight. Additionally, the department must provide employees with the necessary information, such as the Index # and Org #, to successfully complete the background check.</b></p>  |                   |                             |   |