## NM STATE UNIVERSITY

## Human Resource Services

MSC 3HRS New Mexico State University P. O. Box 30001 Las Cruces, NM 88003-8001 575-646-8000, fax: 575-646-2806 hrhelp@nmsu.edu

## **Sensitive Duties Checklist**

## **Instructions**:

- 1. This form must be completed by the hiring department for <u>all</u> 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 <a href="mailto:teamhrs@nmsu.edu">teamhrs@nmsu.edu</a>

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	* '	
		Regular Temp Studen	
Position Title of Applicant	Name of Candidate	e (if known)	Aggie ID
Section 2: Employment Action that Applies			
☐Hire ☐Transfer	□Promotio	n 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 Hirir	ng 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			

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