



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 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 reclassifying 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

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
Section 2: Employment Action that Applies
Section 3: Sensitive Duties (check all that apply)
Section 4: Department Information

