



## Background Check Frequently Asked Questions (FAQs)

### 1. Where do I find the new Background Check Policy?

You can access the Background Check Policy and Procedures [here](#). The Background Check Policy is effective October 1, 2023, and covers full and part-time faculty, staff, temporary/casual labor, graduate assistants, teaching assistants, visiting professors, visiting international scholars, post-doctoral fellows, paraprofessionals, research associates, professional affiliate appointments (whether paid or unpaid) and volunteers.

### 2. Where do I access the background check system?

The background check system used for adjunct instructors, contingent instructors, graduate assistants, teaching assistants, visiting professors, temporary/casual labor, visiting international scholars, post-doctoral fellows, paraprofessionals, research associates, professional affiliate appointments (whether paid or unpaid) and volunteers can be accessed at: <https://apps.nmu.edu/backgroundCheck> and are initiated by the hiring department.

All faculty and staff vacancies advertised through the **PageUp Talent Management System** have background checks performed separately as part of the recruitment process and **there are no changes to this process**. There are also **no changes to the Minors on Campus process**.

### 3. Why are we expanding the background check process?

We are expanding NMU's background checks to align with best practices in employment and to ensure greater consistency in our employment/volunteer/affiliate processes.

### 4. Who is the background check provider?

The University currently uses the Michigan State Police ICHAT (Internet Criminal History Access Tool) which provides criminal history and social security number confirmation for the state of Michigan. The Michigan and National Sex Offender Registry are also checked as part of the background check process. Other vendors are used to check records outside of Michigan.

**5. What if the background check indicates a criminal conviction for the individual/applicant?**

The existence of a criminal conviction will not automatically disqualify an individual from employment/appointment or employment consideration. Trained employees in Human Resources and the NMU Police Department will make this determination in accordance with state and federal regulations as well as the Equal Opportunity Commission and Federal Trade Commission requirements.

**6. Who has access to the background check results?**

Only trained employees in Academic Affairs employment, Human Resources and the NMU Police Department who have a need to know will have access to background check results. The background check information will be retained in secured, access-restricted files accessible to only University employees having a legitimate need for access.

The department requesting the background check will not be provided specific information about a background check and will not receive a copy of background check results. The background check requestor will be notified via email whether the background check is approved or denied. The background check process is compliant with the [Fair Credit Reporting Act](#).

**7. How many years of information will the background check provide?**

While the look back period governed by the Fair Credit Reporting Act is typically seven years, this can vary by state. The National and Michigan Sex Offender registry are not bound by a specific timeframe.

**8. How often do I have to perform a background check for an individual?**

A background check needs to only be completed once per year for an individual, even if that individual is only working/performing activities on campus on and off during that timeframe.

It is important to note that a successful background check needs to be completed just once for individuals who are hired through the PageUp system, as long as they don't have a break in service for longer than one year. Contingent faculty, although typically hired outside of the PageUp system, also need a background check completed just once unless they have a break in service of longer than one year.

**9. Is there a cost to the department for requesting background checks?**

Background checks are provided by the University at no cost to University departments.

**10. Should I complete the temporary labor appointment form before or after the background check process for temporary/casual labor employees?**

The electronic [temporary labor appointment form](#) should be completed and submitted after the background check process has been completed to ensure the background check is approved.

**11. How long does the background check take to be completed?**

If the individual has lived only in Michigan over the past several years, the check will typically be complete within 24 hours or less **after** the individual has provided the relevant personal information via the system. Checks for individuals who reside/have resided outside of Michigan may take 3-5 days (or more), depending on how quickly the courts can provide the data.

**12. How will I know when the background check has been completed for the request I submitted?**

The background check requester will receive an email from [backgroundscreening@nmu.edu](mailto:backgroundscreening@nmu.edu) when the background check process has been completed.

**13. Who should I contact if I have questions about a background check I have submitted?**

Any questions about a background check submitted can be sent to [backgroundscreening@nmu.edu](mailto:backgroundscreening@nmu.edu).