



Background Check Process and Procedures for Initiators

A background check is required prior to hiring an individual as an adjunct instructor, contingent instructor, graduate assistant, teaching (tutorial) assistant, temporary/casual labor, paraprofessional, post-doctor fellows, research associates, professional affiliate appointments, visiting professor, visiting international scholar or volunteer on or after October 1, 2023. All faculty and staff vacancies advertised through the PageUp Talent Management System have background checks performed separately as part of the recruitment process.

Accessing the Background Check Request System

1. The Background Check System can be accessed at: <https://apps.nmu.edu/backgroundCheck>.

Background Check Request by Hiring Department

1. In the **New Request** section, enter first name, last name and email address for individual needing a background check.

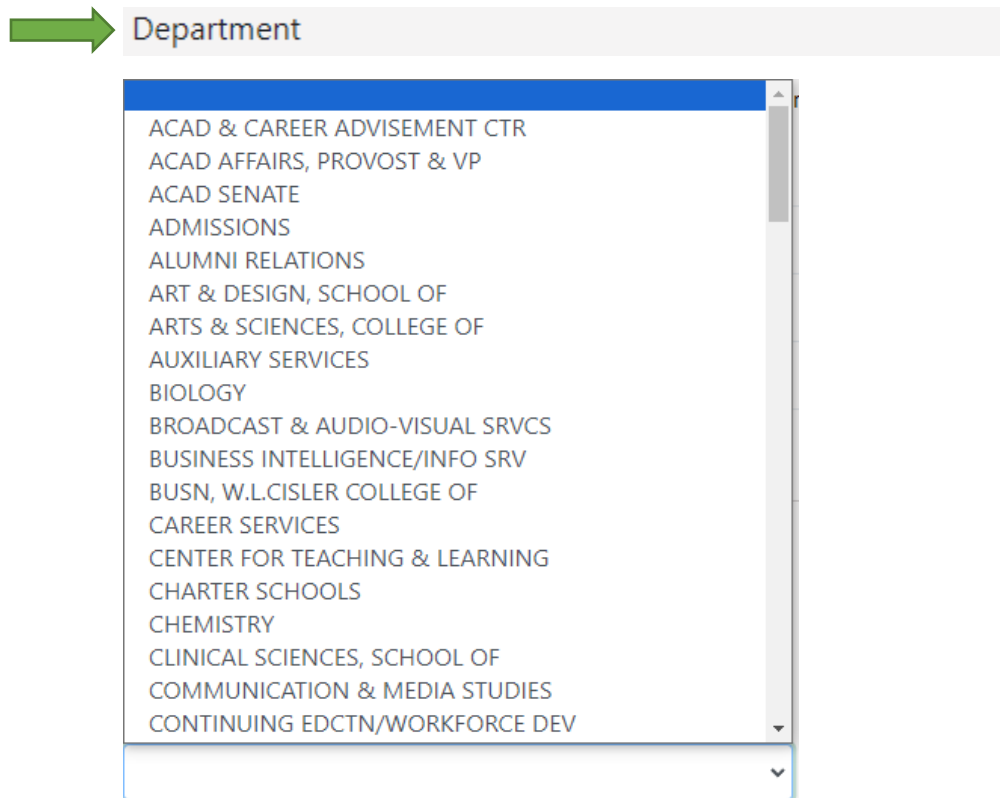
The screenshot shows a 'New Request' form with the following fields: First Name, Last Name, Email Address, University Affiliation (dropdown), and Department (dropdown). A yellow 'SUBMIT' button is located at the bottom. A green arrow points to the First Name input field.

2. **University Affiliation:** Click on the downward facing arrow in the right of the box and select the appropriate affiliation, e.g., adjunct instructor, temporary/casual labor, etc.

The screenshot shows the 'University Affiliation' dropdown menu open, displaying a list of roles. A green arrow points to the downward-facing arrow on the right side of the dropdown box.

University Affiliation
Adjunct Instructor
Contingent Instructor
Graduate Assistant
Paraprofessional
Post Doctoral Fellow
Professional Affiliate Appointment
Research Associate
Teaching Assistant
Temporary / Casual Labor
Visiting International Scholar
Visiting Professor
Volunteer

3. **Department:** Click on the downward facing arrow in the right of the box and select the appropriate department.

A screenshot of a web form. At the top, there is a light gray rectangular box with the word "Department" in black text. A green arrow points from the left towards this box. Below the box, a dropdown menu is open, showing a list of department names. The list includes: ACAD & CAREER ADVISEMENT CTR, ACAD AFFAIRS, PROVOST & VP, ACAD SENATE, ADMISSIONS, ALUMNI RELATIONS, ART & DESIGN, SCHOOL OF, ARTS & SCIENCES, COLLEGE OF, AUXILIARY SERVICES, BIOLOGY, BROADCAST & AUDIO-VISUAL SRVCS, BUSINESS INTELLIGENCE/INFO SRV, BUSN, W.L.CISLER COLLEGE OF, CAREER SERVICES, CENTER FOR TEACHING & LEARNING, CHARTER SCHOOLS, CHEMISTRY, CLINICAL SCIENCES, SCHOOL OF, COMMUNICATION & MEDIA STUDIES, and CONTINUING EDCTN/WORKFORCE DEV. The list is enclosed in a white box with a blue border and a vertical scrollbar on the right. A small downward-pointing arrow is visible at the bottom right of the dropdown box.

4. Click on the **Submit** button.

Background Check Request to Individual Being Checked

1. The individual who the background check is for will receive an email notifying them that a criminal background check is required and provides a link to complete the necessary information, e.g., legal name, date of birth, gender, race, current address and states previously lived in within the past seven years.

Background Check Request by the University

1. Once the individual completes the required information, representatives from Academic Affairs, Human Resources or NMU Police Department will initiate the background check. The University currently uses the Michigan State Police ICHAT (Internet Criminal History Access Tool) which checks criminal history for the past seven years and social security confirmation for the state of Michigan. The Michigan and National Sex Offender Registry are also checked as part of the background check process.
2. 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.

3. 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.

Background Check Process Completion

1. Once the background check process has been completed and a determination made about employment, one of the following will occur:
 - a. The initiator will receive an email indicating that the background check process has been approved. The initiating department can proceed with the completing the appropriate paperwork.
 - b. The initiator will receive an email indicating that the background check is not approved.