

Important Changes Regarding Criminal Background Checks

UMBC is phasing in new background check requirements and procedures. We will begin implementing background checks for new hires (which may include rehires and internal transfers) for all staff, contingent II, contingent I, and regular faculty positions.

What positions will require a check at this time?

- Staff - Nonexempt and Exempt positions in the status of Regular, Grant Funded, Contingent II and Contingent I
- Faculty - All regular faculty
- Any staff, faculty, student and/or volunteer working with minors other than UMBC Students

What type of background check is required?

- Fingerprint – All positions working with minors (children under age 18) require a fingerprint check.
- Commercial – All other positions will have a commercial background check through our vendor, National Background Investigations, Inc. The commercial check consists of criminal, sex offender, and Social Security Trace.

What business process changes are taking effect with the new implementation?

1. All job postings for staff (regular, grant funded, Contingent II and Contingent I) and all regular faculty will be updated with a statement that a background check will be required.
2. Candidates will be sent the background authorization form via PageUp to complete and submit to National Background Investigations.
3. All new/initial Contingent I contracts will require a background check. Payroll will launch

the background authorization form.

4. All Contingent I contract renewals will require a check if the candidate has not previously completed a check within the past 6 months. Payroll will launch the background authorization form.
5. HRSTM will approve offer cards after the candidate has successfully completed the background check.
6. Payroll will approve Contingent I contracts after the candidate has successfully completed the background check.
7. Departments with positions that require a fingerprint check will coordinate with HRSTM by contacting hrbackground@umbc.edu.
(Exceptions during initial launch: Shriver/The Choice Program, AOP/TRIO and UMBC Police)

When does this change take effect?

All offer cards/contracts received on or after **October 3, 2024** will require a background check to be completed prior to offer approval.

All active job postings (staff and regular faculty) will include the background check statement on or before October 3, 2024. HRSTM will update all active job postings in PageUp. Hiring departments will need to add the background statement to any active Interfolio postings.

Please add the statement:

A background check will be required.

Have Questions?

Contact [Talent Acquisition](#)