

Criminal Background Check Process for Faculty Beginning 7/1/2015

Beginning with the implementation of NinerTalent, Academic Affairs will no longer accept paper Criminal Background Consent Forms, also known as the AA38. Beginning July 1, 2015, once the Initiator has changed the status of the final candidate to "Recommend For Hire", they will send an email to faculty-recruit@uncc.edu to begin the background screening request. Academic Affairs will initiate an email through the vendor, Infomart, using the email address the candidate listed on their application in NinerTalent. The final candidate will be sent an electronic invitation via email asking them to complete the online consent form. Once Academic Affairs is notified of satisfactory results, you will be notified via email that the background screening is complete. At this time you can move forward with an Appointment Agreement.

This process is being implemented to protect personal information and ensure our processes are safe and secure. This process applies to Faculty ONLY.

Your email should contain the following information:

Subject: Criminal Background Request
Legal Name of the Final Candidate
Position Number
Position Type (Full-time Faculty, Part-time Faculty, Post Doc)
Department
Department Contact Name (if different from person sending the email)
Department Org Code