

The University of Iowa

Evaluation of Vacant Temporary, Fixed-Term, and Student (including Graduate Assistant) Positions to Determine Need for Criminal Background Check

The following information must be provided by the hiring department and approved prior to filling the position.

Department Name _____

Vacant Position Title/Classification _____

1. Does this evaluation apply only to one specific position, or will it apply to all vacant positions with this same position title/classification?
 - a. _____ Request applies to all vacant positions with this title/classification
 - b. _____ Request applies only to this specific position# _____

2. Indicate whether this position will include any of the following job responsibilities by placing an "X" next to all that apply:
 - a. _____ Access to secured or sensitive areas including, but not limited to, those containing cash or financial receipts;
 - b. _____ Access to select agents (biological agents or toxins) and/or controlled substances;
 - c. _____ Patient and/or child and/or dependent adult population contact, not including University students who are under the age of 18;
 - d. _____ Cash/check handling and/or processing responsibilities;
 - e. _____ Financial management and/or payroll processing;
 - f. _____ Security responsibilities;
 - g. _____ Performance of duties related to critical infrastructure services or significant health or safety responsibilities;
 - h. _____ Access to information technology: "root" or "administrator" access level to enterprise systems; "administrator" access level to institutional databases; unsupervised physical access to critical infrastructure services or systems such as telephone switch equipment, networking routers and switches, and data centers;
 - i. _____ Supervisory duties related to the above;
 - j. _____ None of the above: Please provide additional detail regarding the nature of the work duties.

- This position is security-sensitive and requires a criminal background check.
- This position is not security-sensitive and does not require a criminal background check.

Signatures/Approvals Required:

Department HR Representative Completing this Form

Date

Department Director

Date

Associate Dean for Faculty or
Senior HR Leadership Representative

Date

Return signed copy of form to Departmental HR Representative