



Obtaining Conviction Information FAQs:

Staff

1. **If the candidate is asked to complete the Criminal Conviction Certification Form at the beginning of the interview, and a “yes” answer was given to one of the three (3) conviction questions, what do I do?**
 - a. Proceed with the interview as this is not an automatic disqualification of the candidate.
 - b. Ask clarifying questions concerning the applicability of the conviction to the position during the interview, if necessary.
 - c. Contact your HR Consultant after the interview if you are not sure if the conviction is relevant to the position.
2. **If I have interviewed candidates on May 19 or prior, should I use the Criminal Conviction Certification Form?**
 - a. If interviewing candidates on May 19 or prior, then there is no need to complete the Criminal Conviction Certification Form.
 - b. If interviewing candidates after May 19, you will need to have the interviewee complete the Criminal Conviction Certification Form at the time of the interview.
3. **How does the Criminal Offender Employment Act impact phone interviews?**
 - a. The Criminal Conviction Certification Form can be faxed, mailed, or emailed to finalists scheduled for a phone interview. The department should receive the completed form from the finalist prior to interview so the hiring official/interview committee can ask follow-up questions, if necessary.
4. **Will the hiring process be approved if I do not have the Criminal Conviction Certification Form attached?**
 - a. No, we need a central repository for this information that can be easily and quickly accessed.
5. **What if the finalist(s) refuses to complete the Criminal Conviction Certification Form?**
 - a. Advise the finalist(s) that their refusal to complete the Criminal Conviction Certification Form will eliminate them from consideration for that specific position.
6. **How do I handle non-competitive hires with regard to the Criminal Offender Employment Act?**
 - a. The Criminal Conviction Certification Form for non-competitive hires should be completed by the candidate after he/she has submitted his/her application for the position.
 - b. Just as with other staff positions, you must attach the Criminal Conviction Certification Form for non-competitive hires with the hiring proposal.
7. **How do I handle existing employees (this includes career ladders, reclassifications, and add jobs) with regard to the Criminal Offender Employment Act?.**

- a. If the employee is required to complete another application, he/she will have to complete the Criminal Conviction Certification Form.
- 8. How does the Criminal Offender Employment Act impact UNM Temps hires?**
 - a. Department identifies candidates to interview (competitive):
 - a. UNM Temps has candidate complete Criminal Conviction Certification Form prior to interview with department.
 - b. UNM Temps identifies a candidate for the department (competitive):
 - a. UNM Temps has candidate complete Criminal Conviction Certification Form prior to starting assignment.
 - c. Department requests candidate by name (non-competitive):
 - a. UNM Temps has candidate complete Criminal Conviction Certification Form prior to starting assignment.

Student

- 1. Does the Criminal Offender Employment Act affect Student employment applications?**
 - a. The criminal conviction questions have been removed from the Student Employment Application. The Criminal Conviction Certification Form does not apply to Student Employment. For further information, contact Student Employment.

Faculty

- 1. Does the Criminal Offender Employment Act affect the Faculty application process?**
 - a. No.