Obtaining Conviction Information FAQs:

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 UNMTemps hires?

   a. Department identifies candidates to interview (competitive):
      a. UNMTemps has candidate complete Criminal Conviction Certification Form prior to interview with department.

   b. UNMTemps identifies a candidate for the department (competitive):
      a. UNMTemps has candidate complete Criminal Conviction Certification Form prior to starting assignment.

   c. Department requests candidate by name (non-competitive):
      a. UNMTemps has candidate complete Criminal Conviction Certification Form prior to starting assignment.

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**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.

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**Faculty**

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