

## OBTAINING CONVICTION INFORMATION QUICK REFERENCE SHEET

The Criminal Employment Act no longer allows UNM to obtain conviction information from applicants who are not finalists. A candidate is considered a finalist once he or she has been selected for an interview. Hiring managers **must** obtain a completed Criminal Conviction Certification Form from the selected candidate, but they may also obtain this form from any applicant that is interviewed. This information may be used as part of the selection process, if related to the job (if a conviction will be a consideration in the hiring decision, please contact your HR Consultant.)

### Guidelines for Staff Hiring Officials and/or Interview Committees

- The [Criminal Conviction Certification Form](#) must be completed at minimum by the finalist(s) selected for hire, and should be attached to the hiring proposal documents prior to beginning the hiring proposal.
- If collected, forms for all other interviewed finalists should be attached in the posting documents.
- The finalist(s) could be asked to complete the form:
  - At the beginning of the interview
  - At the end of the interview
  - Prior to the interview by mail or email

*Regardless of the method selected, please be consistent with all finalist(s) in the pool.*

Questions?

[Please contact your HR Consultant.](#)