

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**