



The University of North Carolina at Charlotte

Criminal Background Check (CBC) Process for EPA Staff As of 7/1/2015

Beginning with the implementation of NinerTalent, EPA Administration is no longer accepting paper Criminal Background Consent Forms, also known as the AA-38. As of July 1, 2015, the final candidate will be sent an electronic invitation via email asking them to complete the online consent form. This email is initiated by Human Resources and sent directly to the final candidate from the vendor, Infomart.

There are two ways to initiate a CBC:

1. Send an email to EPARecruitment@uncc.edu with the following information:
 - a. Subject: Criminal Background Consent Request
 - b. Position Number
 - c. Department
 - d. Department Contact Name
 - e. Name and email address of selected candidate
 - f. Department Org Code
2. Submit a hiring proposal in NinerTalent. EPA Administration will initiate the email using the email address that the candidate listed on their application in NinerTalent.

You will be notified when the results are obtained or, if a hiring proposal was submitted, and the results of the CBC are satisfactory, the hiring proposal will be approved. When the hiring proposal has been approved, you can move forward with an offer to the candidate.

This process has been implemented to protect personal information and ensure our processes are safe and secure. This process applies to EPA Staff ONLY.