

Criminal Background Checklist for Contractors

Many departments and organizations in the UTSA community set up agreements with vendors, contractors, and other individuals to perform various services at UTSA. When entering into these agreements the responsible UTSA Department or Organization must decide when a Criminal Background Check (CBC) is prudent for the protection and safety of the University.

Note: All criminal background checks must be conducted prior to permitting the individual/contractor/vendor to work.

You are required to take into consideration the following to include but not limited to:

<input type="checkbox"/>	Type of job being done and requirements.
<input type="checkbox"/>	Location where services will be provided (on or off campus).
<input type="checkbox"/>	Length of service and/or time on campus.
<input type="checkbox"/>	Access to Students-Will responsible UTSA Faculty or Staff be present at all times when work is being done on campus?
<input type="checkbox"/>	Type of access needed i.e. Network access or access to other UTSA resources
<input type="checkbox"/>	Working with currency
<input type="checkbox"/>	Working with sensitive and/or confidential information of any kind
<input type="checkbox"/>	Access to pharmaceuticals
<input type="checkbox"/>	Access to select agents or controlled substances
<input type="checkbox"/>	Access to vulnerable population (minors, elderly, mentally/physically disabled)
<input type="checkbox"/>	Traveling at any time with students, faculty and/or staff

I have reviewed the information mentioned above and made the decision to conduct/not conduct a criminal background check. (Please checkmark to indicate action taken)

Signature _____

Date: _____

If you have questions about CBC's for contractors HR will be happy to assist you, please send inquiries to hrcbc@utsa.edu or call 458-4648