

## UNHCE Volunteer Screening Procedure

1. Volunteer is recruited or approaches staff
2. Interview (if required)
3. Volunteer given application materials specific to program and background check form (see UNH Information Release Authorization Form). If volunteers submit form directly to HR, make sure the form already includes the name of the program, supervisor and county in the top section. Providing this information is the only way you can get notified when the screening is complete.
4. If forms are returned to staff, again, make sure you add program area, supervisor, county. Submit forms to office of UNH HR - Mariah Bellington via Fax, Mail or Email (contact information: Mariah Bellington, UNH Human Resources, 2 Levitt Lane, Durham NH 03824, phone # 862-0506. [Mariah.bellington@unh.edu](mailto:Mariah.bellington@unh.edu); Fax # 603-862-1222). Sender should NOT retain electronic or paper copy at county office because of confidentiality. NOTE: The only records regarding the Background Review results are kept in a secure HR database not connected to the internet.
5. Mariah's office oversees background check through HireRight
6. Within c. 2 weeks, HireRight lets Mariah know results. Staff can follow up with Mariah directly (email or phone) with questions about the status of a volunteer's screening (*this is a change from previous procedures*).
7. Mariah's office will notify the results via email directly to the staff indicated on the UNH Information Release Authorization Form as the Volunteer Supervisor (*this is a change from previous procedures*), as well as Malin Clyde, Extension Specialist, Community Volunteer Development, and Deb Russell in the state office. The Volunteer Supervisor may then notify volunteer of approved status.
8. If there is a discrepancy or concern about the results, the volunteer supervisor should contact their supervisor immediately, and Malin Clyde and their Program Team Leader as necessary. Handle expediently as courtesy to volunteer applicant.
9. In the case of discrepancies, Supervisors and Program Leaders will work with volunteer supervisor on appropriate follow-up with the volunteer (additional questions or restrictions, a probationary period). If serious, Program Leader and State Leadership handle the 'ruling' and follow-up on legal ramifications.

*These directions will be posted online on the Volunteers page of the UNHCE Intranet website*