

Requisition #:

Position Title:

Reference Check Information for Recommended Candidate

Candidate Name: Department:

Reference Checks Conducted by:

Applicants must give consent to contact current/past employers by either completing the Release of Information Form PRIOR to conducting checks OR by consenting via additional form/status change in PageUp (see recruitment steps for more information). A minimum of two reference checks is required for temporary faculty pool positions; a minimum of three (3) references is required for faculty positions hired through formal recruitment. In ALL cases, the most recent employer must be contacted as a reference.
• At least two (2) members of the committee MUST be present for each reference check for formal recruitments.
While conducting reference checks, committees must verify candidate's relevant employment over the past 5 years.

Date: Referee Name: Position:

Employer: Is/was this person responsible for the performance evaluations of the candidate's most recent employment?

Reference Summary:

Date: Referee Name: Position:

Employer: Is/was this person responsible for the performance evaluations of the candidate's most recent employment?

Reference Summary:

Date: Referee Name: Position:

Employer: Is/was this person responsible for the performance evaluations of the candidate's most recent employment?

Reference Summary:

We have verified relevant candidate employment over the past 5 years.