

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 completing the [Release of Information Form](#) PRIOR to conducting reference checks or by consenting via additional form/status change in PageUp (see [recruitment steps](#) for more information). A minimum of two (2) reference checks is required for **staff** and **temporary faculty pool positions**; a minimum of three (3) references is required for **faculty positions hired through formal recruitment** and **Administrator (MPP) positions**. 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.