

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. A minimum of two reference checks is required for staff and temporary faculty pool positions; a minimum of three 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 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.