



The CSU policy [HR 2017-17](#) requires SDSU to contact current and former employers to verify a candidate’s work history and skills prior to making a final offer of employment.

**Instructions:** Using this form, document all references verified, beginning with the most recent employer, and complete the certification statement.

A minimum of two supervisor reference checks are to be completed by an SDSU designee. This includes the current/most recent supervisor. For candidates with limited job history or other questions, consult with your HR recruiter on acceptable references.

Candidate Name: \_\_\_\_\_ Job ID# \_\_\_\_\_

**Reference # 1:**     Favorable                       Not Favorable                       Neutral

Name: \_\_\_\_\_ Relationship to Candidate: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Date Contacted: \_\_\_\_\_

Notes: \_\_\_\_\_

**Reference # 2:**     Favorable                       Not Favorable                       Neutral

Name: \_\_\_\_\_ Relationship to Candidate: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Date Contacted: \_\_\_\_\_

Notes: \_\_\_\_\_

**Reference # 3:**     Favorable                       Not Favorable                       Neutral

Name: \_\_\_\_\_ Relationship to Candidate: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Date Contacted: \_\_\_\_\_

Notes: \_\_\_\_\_

**Certification Statement:**

I hereby certify that I have conducted the professional reference checks documented above, as per the CSU policy [HR 2017-17](#).

Name: \_\_\_\_\_ RED ID: \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_

Date: \_\_\_\_\_