

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: Notify the candidate prior to contacting references, and confirm the references listed on their application are current. Complete section 1 or 2 of this form to document all references verified, beginning with the most recent employer. Complete section 3 to certify the references conducted.

Candidate Name: _____ Job ID# _____

External Candidate (includes auxiliary employees): Complete section 1

Internal Candidate (current SDSU employee): Complete section 2

SECTION 1 – External Candidate

Three professional reference checks are to be completed by an SDSU designee. At least two of the references must be supervisors, including the current/most recent supervisor whenever possible. For candidates with limited job history or other questions regarding acceptable references, consult with the HR recruiter.

<p>Reference # 1: <input type="checkbox"/> Favorable <input type="checkbox"/> Not Favorable <input type="checkbox"/> Neutral</p> <p>Name: _____ Date Contacted: _____</p> <p>Relationship to Candidate: _____</p> <p>Company (relevant to their work with candidate): _____</p> <p>Contact Email/Phone Number: _____</p> <p>Notes: _____</p>
<p>Reference # 2: <input type="checkbox"/> Favorable <input type="checkbox"/> Not Favorable <input type="checkbox"/> Neutral</p> <p>Name: _____ Date Contacted: _____</p> <p>Relationship to Candidate: _____</p> <p>Company (relevant to their work with candidate): _____</p> <p>Contact Email/Phone Number: _____</p> <p>Notes: _____</p>
<p>Reference # 3: <input type="checkbox"/> Favorable <input type="checkbox"/> Not Favorable <input type="checkbox"/> Neutral</p> <p>Name: _____ Date Contacted: _____</p> <p>Relationship to Candidate: _____</p> <p>Company (relevant to their work with candidate): _____</p> <p>Contact Email/Phone Number: _____</p> <p>Notes: _____</p>

SECTION 2 – Internal Candidate

The candidate's current supervisor must be contacted as a reference. Additional references may be contacted as needed, considering that external references were likely contacted during the candidate's initial hiring. If the candidate has a new supervisor, if the supervisor is on leave, etc., consult with your HR recruiter. **Confirm the candidate's current supervisor with the HR recruiter before making contact.**

<p>Current Supervisor (not lead): <input type="checkbox"/> Favorable <input type="checkbox"/> Not Favorable <input type="checkbox"/> Neutral</p> <p>Name: _____ Working Title: _____</p> <p>Date Contacted: _____</p> <p>Notes: _____</p>
<p>Reference # 2 (optional): <input type="checkbox"/> Favorable <input type="checkbox"/> Not Favorable <input type="checkbox"/> Neutral</p> <p>Name: _____ Date Contacted: _____</p> <p>Relationship to Candidate: _____</p> <p>Company (relevant to their work with candidate): _____</p> <p>Contact Email/Phone Number: _____</p> <p>Notes: _____</p>
<p>Reference # 3 (optional): <input type="checkbox"/> Favorable <input type="checkbox"/> Not Favorable <input type="checkbox"/> Neutral</p> <p>Name: _____ Date Contacted: _____</p> <p>Relationship to Candidate: _____</p> <p>Company (relevant to their work with candidate): _____</p> <p>Contact Email/Phone Number: _____</p> <p>Notes: _____</p>

SECTION 3 - Certification Statement

<p>I hereby certify that I have conducted the professional reference checks documented above, as per the CSU policy HR 2017-17.</p> <p>Name: _____ RED ID: _____</p> <p>Title: _____ Department: _____</p> <p>Date: _____</p>
