

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. For candidates with limited job history or other questions regarding acceptable references, consult with the HR recruiter.

Reference # 1: ☐ Favorable ☐ Not Favorable ☐ Neutral Name: _____ Date Contacted: _____ Relationship to Candidate: _____ Company (relevant to their work with candidate): _____ Contact Email/Phone Number: _____ Notes: _____
Reference # 2: ☐ Favorable ☐ Not Favorable ☐ Neutral Name: _____ Date Contacted: _____ Relationship to Candidate: _____ Company (relevant to their work with candidate): _____ Contact Email/Phone Number: _____ Notes: _____
Reference # 3: ☐ Favorable ☐ Not Favorable ☐ Neutral Name: _____ Date Contacted: _____ Relationship to Candidate: _____ Company (relevant to their work with candidate): _____ Contact Email/Phone Number: _____ Notes: _____

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.**

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

SECTION 3 - 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: _____	