

REFERENCE CHECK CERTIFICATION FORM

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: A minimum of two (2) supervisor reference checks are to be completed by an SDSU designee. Using this form, document all references verified, beginning with the most recent employer, and sign the certification statement at the end of this form.

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 (optional):	☐ 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: _____
Signature: _____ Date: _____