

**Faculty Background and Reference Check Record**

Reference and Employment Checks

* *Search committee (minimum of 2 members) shall conduct reference checks with on-list references (minimum of three on-list references).*
* *Dean/designee shall conduct reference checks with supervisor of current position (chair or dean if academic) and with chair and/or dean of all previous academic positions.*

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|  **Candidate Name:** | **Recruitment Number:** | **Department:** |
| **Person(s) performing check:** | **Role:** *Search Committee:* **[ ]** *Chair [ ]  EEF* *[ ]  Member(s): #**[ ] DH/DC [ ] Associate Dean* *[ ] Dean*  |

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| --- | --- | --- |
| **[ ] On-List Reference** **[ ] Employer:**  | Name/Title of Person Contacted: | Date Called: |
| Position(s) Held by candidate (verified by referee): | Dates of Employment (can be approximate):   |
| Reference satisfactory:  [ ]  Yes [ ]  No | Summary - overall impression of candidate’s ability to perform the job described:      |

**AP Use Only:**

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| --- | --- |
| **Cleared Criminal Records Check \_\_\_\_\_\_\_** | **Education – Transcripts Verified \_\_\_\_\_\_\_** |
| **BGC Coordinator:**  | **Date:** |
| **Position Fill Date:**  | **Disposition Date** *(three years after Fill Date)***:** |

***TIPS:*** *Unless you have already informed candidates during the interview that their references will be contacted, inform them now that you intend to contact their references before conducting the reference checks.*

*When contacting references, begin by identifying who you are and why you are calling (candidates signed a waiver on the application that authorizes you to contact their references). You will find that you are most likely to get detailed responses if you first give a brief overview of the position that the candidate is being considered for at Cal Poly. If you are having trouble reaching one or more of the references listed, contact the candidate for alternate reference information.*

***All background check information, including reference check notes and information, and employment verification must be submitted to Academic Personnel with the appointment package, and will be retained by the Records Custodian in Academic Personnel.***  *Please review the suggested questions, delete any questions you do not intend to ask, and add any questions you do intend to ask. When speaking to the reference, complete the Response fields for those questions asked with a summary of the response, and submit all pages of this document, including employment dates where available to Academic Personnel with the hiring proposal package.*

*One form should be completed for each of the On-List References (three minimum) by two or more members of the committee, and a separate form should be completed by the dean or designee for each the Off-List References contacted. See following pages for* **Suggested Reference Check Questions**.

**Suggested Reference Check Questions** (feel free to also include your own questions)

**Instructions: Please complete responses to each question that is asked of each reference contacted.**

Job Title/Position Description (Insert brief position title and description for reference’s benefit):

1. Are you familiar with the       position and job responsibilities at Cal Poly? [If not, describe the position or read the Position Description above to the reference]

2. Please describe your relationship to (the candidate), and include how long you’ve known him/her.

Response:

3. Please describe his/her strengths and provide examples if possible.

Response:

4. Please describe areas that may be challenges or weaknesses for (the candidate). Please provide examples if possible.

Response:

5. Do you believe that (the candidate) would make strong contributions to the       Department at Cal Poly?

Response:

6. Can you provide an example that highlights (the candidate’s) ability and skills to make contributions to and/or lead       programs, and to demonstrate his/her commitment to the academic success of students? *This question should be customized to the duties of the position being filled. If they don’t have an example, then ask the reference if he or she thinks the candidate has potential for success in these areas.*

Response:

7. Please describe (the candidate’s) work ethic and ability to collaborate with various campus and community constituents.

Response:

8. Are there any other things that we have not discussed that you feel we should know about (the candidate)?

Response:

9. Would you recommend hiring (this candidate) again, if given the opportunity?

Response: