Suggested Checklist

- Choose stage at which you will be performing reference checks. Check everyone’s references at the same stage. (Ex: Checking references for only candidates that reach the ‘Campus Interview’ stage)
- Inform candidates who reach the selected stage that you will be checking references.
- If your intention is to check with a current employer, you \textbf{must} have candidate permission prior to contacting current employer. If the candidate does not give consent, you may not contact the current employer.
- Ensure that at least one reference is a former or current supervisor of the candidate.
- Ask the candidate if he or she is professionally acquainted with any of your school’s employees.
- Ask the candidate if he or she worked under any name other than one given you.
- Ask the candidate if he or she has any relatives employed at SFASU as well as kinship to any Board of Regents.

Other Things to Consider:

- Review (or seek) letters of recommendation
- Verify dates of employment, titles, and periods of time in each position.
- Verify education and licenses.
- Ask for copies of past performance evaluations.
- Ask references how well the candidate works with others.
- Obtain opinions about how the candidate would perform in the position for which they are applying.
- Ask about the candidate’s work ethic.
- Ask whether the candidate was the subject of any disciplinary action or legal proceedings.
- Ask the candidate’s former employer why the candidate left the position in question and if they are eligible for rehire.
- Check the same number of references for all candidates if at all possible.

Taken from: CUPA Interview Guide for Supervisors – 5th Edition – College and University Personnel Association