

Stephen F. Austin State University
Human Resources
Search Committee Training for Faculty and Staff Positions
Background Check / Checking References

Suggested Checklist

- ✓ Inform the final candidates that you will be checking reference and making other background checks.
- ✓ Inform the final candidates you will be seeking references from individuals not listed on his or her reference list.
- ✓ Ensure that at least one reference is a former or current supervisor of the candidate.
- ✓ Ask the candidate if he or she is professional acquainted with any of your school's employees.
- ✓ Ask the candidate if he or she worked under any other 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.