



**Instructions:**

1. To be considered for employment, the finalist(s) must sign the Release Authorizing Reference and Background Check form.
2. References on the finalist(s) who are current employees, and on those who do not work for the university, must be checked prior to making a hiring decision. In addition, an individual Reference and Background Check form must be completed for each reference check interview.
3. For internal finalist(s) and previous San José State University employee(s), the hiring administrator may review performance review(s), disciplinary action(s), settlement agreements and reasons for termination of past employment (if applicable), as well as other relevant educational and professional information included in the Personnel file, as allowed by law, and consistent with the job described. The appropriate Equal Opportunity & Workforce Planning Analyst will be contacted by the hiring administrator to schedule a time and date, convenient for both parties, to review the documentation. (Please note that the review will take place in Human Resources, under an Equal Opportunity & Workforce Planning Analyst's supervision.)
4. A copy of the Release Authorizing Reference and Background Check may be e-mailed or faxed to a prospective reference.
5. The signed Release Authorizing Reference and Background Check, along with the reference check notes, remain with the recruitment file in the Human Resources office.
6. All applicants must complete the Live Scan fingerprinting process.
7. Neither the reference/background check nor the authorizing release will be placed in the official personnel file of any employee.

**Please note:** Failure to conduct a thorough reference/background check before hiring leaves the university open to negligent hiring claims. These claims arise when an employee with a record of instability, violence, or other inappropriate behavior injures someone in the course of employment, and where the previous employer could have prevented the injury through a reference check. If a court finds that the university could have anticipated trouble and could have prevented the injury by rejecting the applicant, the university can be held liable for compensatory and punitive damages.

"SJSU is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose."



- Instructions:**
1. Before the hiring department conducts the reference/background check, the finalist(s) must read and sign this form.
  2. Finalist(s) should use ink when completing this form.

In consideration of the university’s need to evaluate my suitability for employment, I hereby authorize the university to perform a background investigation on me including fingerprinting, verification of salary, and degree(s) and experience. The investigation may also include a review of my performance reviews(s), disciplinary action(s), settlement agreements, reasons for termination of my past employment, as well as other relevant educational and professional information included in my Personnel file, as allowed by law, including but not limited to discussions with my past and/or current employer and/or supervisor(s), co-workers, friends, business associates, or other individuals that the university, in its sole discretion, believes may have relevant information regarding my suitability for employment.

*I agree not to assert any claims or causes of action of any kind against the university, its agents, its employees, or any individual contacted by the university, arising out of the university’s investigation of my background and education. I acknowledge that the university has made no representations as to whether employment will be offered at the conclusion of its investigation.*

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Applicant’s Name (please print legal name)	Signature	Date
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Title of Position Applying for

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ID Number of Position Applying for

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**Instructions:** The following suggested format and questions should be used for each applicant. Please complete a separate form for each reference interview. If other questions are to be used, submit to Equal Opportunity & Workforce Planning for review prior to the interview. Review the questions and arrange in logical sequence prior to contacting the reference. Be prepared to omit less important questions if the interviewee shows signs of impatience. Questions may vary depending on the nature of the position to be filled. If the reference says it is the policy of their company not to give information, suggest that you fax a copy of the signed authorization to release information.

Follow up on any negative statements with a request for explanation. If the reference offers any opinions that will seriously prejudice the applicant's chances for employment, the interviewer should ask whether the reference (interviewee) can recall any particular incidents that gave rise to the opinion - anything the applicant did or did not do. The interviewer could also follow up on any incomplete or hesitant responses, prompting the reference with such phrases as "Would you elaborate?" "Can you explain?" or "You sound as if you have some reservations."

Note: Disregard any comments relating to ethnic background, age, disability, and/or any characteristic not related to the successful completion of the job under consideration

Name of Applicant:		Position:	
Name of Reference:		Phone #:	Date of Interview:
Relationship of Reference to Applicant:			
1.	Mr./Ms. (Applicant) states that he/she was employed with your company or university as a		
2.	For what work was he/she responsible?		
3.	If a manager, how many employees did he/she supervise?		
4.	Describe his/her attitude about work or working relationship with employees and his/her supervisor?		
5.	Would you hire him/her again if you had the opportunity?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Why?		
6.	How would you rate the quality of his/her work?		
7.	Tell me about some areas where he/she performed especially well?		
8.	Were there failures to keep commitments?		
9.	What, in your view, were areas or skills that needed improvement?		
10.	What kind of work environment do you think he/she would find especially supportive?		
11.	Would you recommend him/her for a position of		?
12.	Do you believe that he/she would work well in an environment that		?
	(Describe the university philosophy, job responsibilities, the boss, the work conditions.)		
13.	Is there anything else that I should know about this applicant?		

**Conclusion.** Thank the reference and ask him/her if there is someone else having direct knowledge of the applicant's work to whom you might speak.

Completed By: \_\_\_\_\_ Please Print Signature Date