

**Authority:**

CSU policy HR 2015-08 now requires both reference checks and background checks before hiring new employees. Background checks will be conducted by Accurate Background, Inc., and departments will be given a separate set of instructions for initiating that process. For conducting reference checks for faculty applicants, follow these steps below.

**Instructions:**

1. The finalist must sign the Applicant Release Authorizing Reference and Background Check form. We require an original “wet ink” signature on this document, which is already part of the recruitment packet for tenure-track hires and will now also be part of the appointment process for part-time faculty as well.
2. At least one reference must be checked prior to making a hiring decision. The department chair will normally be the one to conduct the reference calls. For internal finalists and previous San José State University faculty employees, the hiring administrator may request a review of a personnel file by scheduling an appointment with the Office of Faculty Affairs.
3. Upon request, a copy of the Applicant Release Authorizing Reference and Background Check may be e-mailed to a prospective reference to confirm the candidate’s authorization.
4. Use the form on page two to document the reference check call. The notes may be handwritten. The interviewer signs and dates the form. The form is then to be kept in the department recruitment files.
5. The format and questions provided here are samples to follow when checking references on the finalist. These specific questions are not required, and may be edited so long as they do not cross into areas that are protected by federal law. All questions must be related to knowledge, skills, abilities, and experience related to performing the job. In addition, the appropriate administrator must disregard any comments the reference offered relating to ethnic background, age, disability, and/or any protected characteristic.

Direct any questions to the Office of Faculty Affairs. 924.2450

Name of Applicant:	Position:
Name of Reference:	Phone #:
Relationship of Reference to Applicant:	

1. How long have you known the applicant? And in what capacity? (professor, co-worker, department chair, etc)
2. If you have had the opportunity to observe his/her teaching, how would you assess it?
3. If you have had the opportunity to read or review scholarship (or creative activity), how would you assess the work?
4. If you have had the opportunity to work in some collaborative effort with the applicant, please comment on his/her ability to work as part of a team.
5. How would you assess the applicant's communication skills?
6. Have would you rate the applicant's commitment to teaching in a diverse setting like San Jose State?
7. What do you think his/her strengths would be as a teacher?
8. What do you think the applicant would be like as a colleague?
9. What, in your view, are areas or skills that might need improvement?
10. <i>(For an advanced candidate)</i> What do you see as the major contributions s/he has made to the discipline?
11. <i>(For an advanced candidate)</i> How would you assess the applicant's leadership abilities?
12. Our program is ..... [big, small, brand new, graduate only, online only, etc]. Do you think s/he could be successful in such a setting?
13. Is there anything else that you would like to tell us about this applicant?

Completed By:

\_\_\_\_\_

Please print name

\_\_\_\_\_

Please sign here

\_\_\_\_\_

Date