

REFERENCE COLLECTION OPTIONS

Reference checks are an employer's principal means of securing information about potential hires from sources other than the candidates themselves. A reference check generally involves contacting candidates' former employers, supervisors, co-workers and/or educators to verify previous employment and to obtain information about the individuals' knowledge, skills, abilities, and character.

Ways To Gather References

Hiring departments have the option to collect references through Talent, the University's applicant tracking system, or outside of Talent.

Option 1: Collecting References Through Talent

There are two forms in Talent that will allow hiring departments to collect references in the system:

- **Recommendation Letter Collection Form** – This form is used to collect letter of recommendation from a list of references provided by the applicant. This task will require the applicant to add their references and contact information in Talent. Once the applicant completes the task, the referees will receive a notification requesting letters of recommendation. After the referee completes and uploads the recommendation letter, the letter will become available to the search committee.
- **Reference Questionnaire Form** - This form is used to ask the referees listed by an applicant a series of standard reference questions. This task will require the applicant to add their references and contact information in Talent. Once the applicant completes the task, the referees will receive a notification requesting the completion of the reference questionnaire. After the referee completes the questionnaire, the answers will become available to the search committee.

For more information on collecting references in Talent, please visit our [Talent Applicant Management Guide](#).

Option 2: Collecting References Outside of Talent

Hiring departments may contact the finalist outside of Talent to provide reference information. Departments may request information such as:

- Name of the Reference
- Reference's Telephone Number and/or Email Address
- Reference's Relationship with Finalist

Once the reference contact information has been gathered, the hiring department may choose to either email or call the reference to ask them a series of questions. We recommend using the questions provided within the Division of Human Resources' sample [Reference Check Form](#). This form can be found on our [Recruitment Resources](#) page. Hiring departments may use their own questions for a reference check, however, those questions must be job related and uniform. The questions should never contain information related to a candidate's personal demographic information.

For more information on conducting reference checks (e.g., how many to collect, evaluation, etc.), you may refer to the University's [Reference Check Guiding Principles](#) and/or the [Recruitment Administration Guidelines](#) (page 16). You are also welcome to contact HR [Recruitment & Outreach](#) for support.