

**REFERENCE CHECK QUESTIONS & VERIFICATIONS
GUIDELINES**

Fayetteville State University has selected you to be part of a search committee and the University expects that you will undertake this responsibility with pride. It is paramount that you use “**due diligence**” in ensuring that we hire individuals that are fully qualified and capable of helping us reach our goals. The following are general questions to assist search committees in interviewing references of applicants. These questions are not all inclusive. In addition, included are citations that **mandate** certain checks/verifications be done. This list of questions was created to help you document your part in the recruitment/hiring process of new members of the Bronco TEAM. Reference letters provided by the applicant or delivered to the committee **shall not substitute** for reference checks.

The UNC Policy Manual **requires** certain documentation/verifications to be made by Fayetteville State University.

Based upon an examination of the position description, the employer **must verify credential and other information** significantly related to job qualifications. “Credentials” may include degrees awarded, professional licenses, professional registrations and professional certifications. “**Other information**” may include prior work or study experience.

Policy Manual 300.2.3[R] (2)(a)

A written record of the verifications(s) **shall be made and maintained** in the employee’s personnel file. This record **shall include** the date of verification, the method of verification, the name of the official requesting the verification and the name of the person or entity responding to the request, with copies of any documents procured incident to the verification process.

Policy Manual 300.2.3[R] (2)(b)

The following questions **will be used** to meet the “written verification” required/described above, unless the search committee or chair has created questions that cover the same information.

Part I: Complete before interview (obtain information from application).

Candidate’s name: _____ Position applied for: _____

Employer (or former employer): _____

Immediate or former Supervisor’s name/title: _____

Employer’s (or former employer’s) telephone number: _____

Candidate’s (former) Job Title: _____ Dates of employment: _____

Salary or final salary: _____ Dates of employment: _____

Part II: To be completed during the telephone reference check. Tailor questions to important competencies for position – make the same inquires for all candidates.

Name/title of the person being interviewed: _____

How long have you known the candidate and in what capacity?

Verify candidate's dates of employment, salary (per annum), and position.

Why did candidate leave? _____

How well did candidate get along with faculty, staff, and students?

How would you rate the quality of the candidate's teaching? _____

How would you rate the quality of the candidate's scholarship?

How would you rate the candidate's service contributions to department/institution?

Candidate's strength/weakness. _____

Was the candidate reliable? Show good judgment? Initiative? _____

Did the candidate meet commitments?

Based on your personal knowledge, has a complaint ever been filed against the candidate alleging that he/she ever committed inappropriate conduct as to either students, staff or others? **(This question should be asked of the candidate's Chair/Dean/Supervisor. If negative information is provided, it should be confirmed with other persons to verify its truth.)**

If so, could you provide details, dates etc.?

Do you have an opinion as to the kind of position/work environment the candidate would work best in? _____

Is candidate eligible for reemployment? _____

Is there anything else that I have not asked about, but that you would like to tell me about the candidate? _____

Interview conducted by: _____ Date: _____

Part III: Verification of publications/articles etc. Must be completed for all finalists, either before the interview or afterwards, but in all cases **before** a hiring decision is made.

List Publications checked:

List Articles checked and verify they appear in Journal indicated:

- Publications/articles may be verified by making copies and making part of the file or by researching them on the internet. Regardless of which method is used, a sampling of those presented by the applicant **must be verified and documented**.

Conducted by: _____ Date(s): _____

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