



Verification of Reference Check

Attention Search Committee Chair or Interviewer: Staff Human Resources requires written verification that you completed reference check on the individual you wish to hire. References should be from three different sources and at least one reference must be from a previous supervisor. Please complete the questions below and return this form to Staff Human Resources with the hiring documents.

Name of Selected Applicant: _____

Job Number: _____

Individual who was contacted for the reference: _____
Title: _____
Organization/Employer: _____
Telephone Number: _____
Date of reference check: _____
Reference check completed by: _____

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