Reference Check Guide

Applicant references must be checked when all interviews are completed and the candidate is considered a finalist. When a candidate is a finalist they can be told that to be considered for the position their current supervisor should be contacted as a reference. A Hiring Team may use reference checks, ask for additional application material or conduct an initial phone screening to help determine if resume qualifications are valid.

- The applicant should be notified when the Hiring Team is going to conduct the reference checks.

- An applicant should be notified if the Hiring Team plans to contact references beyond those provided by the applicant.

- Social media is not intended to influence the hiring decision. ASU also strongly discourages the use of social media as a means to do any type of informal background check. Using this type of practice in the hiring process, the Hiring Manager places the authenticity of the applicant pool and the hiring process in jeopardy. Recruitment at ASU does not encourage the use of social media to validate any candidates within the hiring process.

- Reference check questions. The same basic job-related questions are asked of each reference.

- Reference check results should be documented in the ASU recruitment system, Kenexa Brass Ring, for every candidate whose references were contacted. Your CHS Recruiter will send you eLinks to the reference check results forms.

Reference: