

Reference Check Certification Form

CSU policy [HR 2015-08.11.A.3](#) requires Sonoma State University to contact current and former employers to verify a candidate's work history and skills prior to making a final offer of employment.

Instructions: A minimum of two (2) professional reference checks are to be completed by a Sonoma State designee. Using this form, document all references verified, beginning with the most recent employer, and sign the certification statement at the end of this form prior to returning to Employment Services.

Candidate Name: _____ Job ID#: _____

Reference #1 (required):	<input type="checkbox"/> Favorable	<input type="checkbox"/> Not Favorable	<input type="checkbox"/> Neutral
Name: _____	Relationship to Candidate: _____		
Contact Information: _____	Date Contacted: _____		
Comments: _____			

Reference #2 (required):	<input type="checkbox"/> Favorable	<input type="checkbox"/> Not Favorable	<input type="checkbox"/> Neutral
Name: _____	Relationship to Candidate: _____		
Contact Information: _____	Date Contacted: _____		
Comments: _____			

Reference #3 (optional):	<input type="checkbox"/> Favorable	<input type="checkbox"/> Not Favorable	<input type="checkbox"/> Neutral
Name: _____	Relationship to Candidate: _____		
Contact Information: _____	Date Contacted: _____		
Comments: _____			

Certification Statement:

I hereby certify that I have conducted the professional reference checks documented above, as per CSU policy [HR 2015-08.11.A.3](#) requirements.

Name: _____ Title: _____

Signature: _____ Date: _____