

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): ☐ Favorable ☐ Not Favorable ☐ Neutral

Name: _____ Relationship to Candidate: _____

Contact Information: _____ Date Contacted: _____

Comments: _____

Reference # 2 (required): ☐ Favorable ☐ Not Favorable ☐ Neutral

Name: _____ Relationship to Candidate: _____

Contact Information: _____ Date Contacted: _____

Comments: _____

Reference # 3 (optional): ☐ Favorable ☐ Not Favorable ☐ 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: _____