3.2.5 Reference Checks

Policy Statement
Refer to the Procedures section.

Procedures
Prior to completing the selection process, the hiring department should contact the applicant's former employer(s), including any previous UGA employers, and other references as necessary to verify employment and/or obtain job-related information which will assist in determining the qualifications and suitability of an applicant for a particular position. Before making a reference inquiry with an outside applicant's present employer, their permission should be obtained so as not to jeopardize the applicant's current employment status.

Because each unit is responsible for rendering selection decisions to fill vacant positions, departments are responsible for obtaining reference information on applicants for employment.

Responsibilities
Responsible University Senior Administrator: Vice President for Finance & Administration
Responsible University Administrator: Associate Vice President for Human Resources
Policy Owner: hrweb@uga.ed
Policy Contact: Lindsey Van Note
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