Reference Checks

Policy Statement
Please see procedures section below.

Refer to USG's Policy: Link to Policy

UGA 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.

Record Retention

Insert Specific UGA Information

Related information

Insert Additional Related Information

Responsibilities

**Responsible University Senior Administrator:** Senior Vice President for Finance & Administration

**Responsible University Administrator:** Senior Associate Vice President for Human Resources

**Policy Owner:** University Human Resources, Services

**Policy Contact:** Director, Services

**Contact Information:** HRWeb@uga.edu or (706) 542-2222

Policy Dates

**Effective Date:** 7/17/2023

**Date Last Updated:** 7/17/2023