

DEPAUL UNIVERSITY



Reference Checks and Educational Verifications

Category: Human Resources

Responsible Department: Talent Acquisition

Responsible Officer: Vice President, Human Resources

Effective Date: 06/28/2022

Policy Summary

The purpose of this policy is to provide guidelines for reference checks and educational verifications.

Scope

This policy affects the following groups of the University:

- Full-Time Staff
- Part-Time Staff

This policy affects all members of the above groups.

Policy

A reference check and educational verification will be conducted for the selected external or internal applicant. Reference checks may also be conducted on other finalists, if needed to assist in the hiring decision. Applicants complete an electronic consent form authorizing our vendor to conduct reference checks. The final selected applicant consents to an educational verification with completion of the online background check consent form. All applicants are required to complete an online application and consent to a background check as a condition of employment. DePaul requires at least two (2) manager references for external applicants and at least one (1) manager reference for current DePaul employees to finalize the selection and hiring process. Pre-written references are not acceptable or considered to be valid forms of references for staff hires.

Procedures

Reference Checks:

The applicant completes an online consent form authorizing our vendor to conduct reference checks. Only names of business references provided by the applicant will be contacted. If additional references are needed and provided, these references will be provided by the applicant.

The Talent Acquisition Consultant will run the finalized reference check and share it with the hiring manager.

Education Verification:

Education verification will be conducted by the approved third-party background check provider. Only the highest degree completed by the applicant will be verified.

This policy sets forth general procedures, guidelines and descriptions, and does not constitute a contract between the university and its staff members. The procedures, guidelines and benefits described herein may be changed, modified or deleted at any time by the university.

Divisional Collaborations

Office of General Counsel
Human Resources

Contact Information

Office of Human Resources

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Appendices

None

History/Revisions

Origination Date: 12/09/1996

Last Amended Date: 06/28/2022

Next Review Date: N/A