

DEPAUL UNIVERSITY



Reference Checks and Educational Verifications

Category: Human Resources

Responsible Department: Talent Acquisition

Responsible Officer: Vice President, Human Resources

Effective Date: 2/1/2018

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 who is selected for a position. Reference checks may also be conducted on other finalists, if needed to assist in the hiring decision. Written permission to conduct reference checks is obtained from the applicant through the completed online employment application. The final selected applicant consents to an educational verification with completion of the background check consent form. All applicants are required to complete an online application and consent to a background check as a condition of employment.

Hiring managers who conduct reference checks are to follow the procedures outlined in this policy. The completion of at least two (2) professional business references for external applicants and one (1) reference for current DePaul employees is required 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

Professional business reference checks and educational verification are conducted on the final selected applicant.

Reference Checks:

1. Written authorization from the applicant is obtained when the applicant completes an online employment application. Only names of business references listed on the employment application are the individuals who should be contacted. If additional references are needed and provided, these references must be provided to the designated Talent Acquisition Consultant and/ or hiring manager in writing prior to contacting the references.
2. The Hiring manager may conduct the professional business reference check.
 - a. Hiring managers who elect to conduct professional reference checks are to use the standard *HR Staffing Reference Check form*. Professional business references must be conducted before the offer is extended to the final selected candidate.
 - b. All completed professional references must be submitted via email to the designated Talent Acquisition Consultant prior to the start date of the new hire to finalize the hiring process.
3. Reference check feedback gathered by the Talent Acquisition Consultant is shared 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

[Reference Check Form](#)

History/Revisions

Origination Date: 12/09/1996
Last Amended Date: 02/01/2017
Next Review Date: N/A