

Employment References

References do not have to be checked prior to a conditional job offer being made to a finalist. However, once an applicant has been selected as the proposed hire for a position, the individual may be notified that they are the proposed hire, subject to review of their references and any applicable criminal background check and verification of applicable licensure, etc. No individual shall begin employment until references are checked and other applicable background check information is completed. The Human Resources Office or Appointing Authority shall check the job references and other information on the application of the proposed appointee to verify the accuracy of the qualification statements made by the individual.

In the event that it is determined that the individual provided false information on their application, resume or during the interview and selection process, the job offer will be rescinded, or the employee will be subject to immediate dismissal if the person has started employment.