

Reference Checking Procedure:

UCF believes that hiring qualified individuals to fill A&P and USPS positions contributes to the overall strategic success of the university. Reference checks serve as an important part of the selection process at UCF. This type of information is collected as a means of promoting a safe work environment for current and future employees. Reference checks also help obtain additional applicant-related information that helps determine the applicant's overall employability, ensuring the protection of personnel, students, property, and university information.

PROCEDURE:

At UCF, reference checks are conducted on final selected candidates for regular positions prior to their start of employment. This process is conducted to verify the accuracy of the information provided by the applicant. Examples include checks of past employment, education, job-related accomplishments, etc.

All reference checks are conducted in compliance with federal and state statutes, such as the Fair Credit Reporting Act, as applicable. For example, the American with Disabilities Act prohibits organizations from collecting information not job-related from previous employers and other sources. Therefore, the only information collected will be pertaining to the quality and quantity of work performed by the applicant, the applicant's attendance record, education, and other work-related topics.

Increased utilization of social networks, such as Twitter and Facebook, has become a methodology in the recruitment process to influence hiring decisions in both the private and public sectors. However, many sites have no verification process, and several can be edited by anyone with access to the internet. Therefore, UCF does not authorize this option when performing reference checks.

Once a decision has been made regarding interest in hiring an applicant for a regular position, a formal background check, including reference checking will be performed prior to an offer of employment being extended. As part of this process, each prospective employee must submit at least two supervisory references to be considered for employment at UCF. Applicants will be asked to provide the employer's name, telephone number, and address for each reference provided. The references must be either current or former managers that have a direct knowledge of the applicant's job performance.

RECORDKEEPING:

Human Resources will maintain a log that will include the position applied for, applicant name, completed online application as well as background checks for final selected candidates.