

# Reference Check Process



# Reference Check Process



Reference Checks need to be conducted for all full-time faculty positions. It is required that documentation be kept and recorded. It can be done at any stage **prior** to the verbal offer being made.

Recommended to not request reference letters at time of application but rather request directly from the referral.

Candidate will provide a list of references.

## Reference checks can be conducted by:

- Requesting reference letters through the Page Up system. This will send out an automatic link to individuals provided by the candidate on their application.
- Conduct personal phone calls or outreach to references provided by the candidate. If this process is selected, the individual conducting the reference checks should submit this documentation to [academic.resources@unt.edu](mailto:academic.resources@unt.edu) before the offer is made.

## Collecting Reference Letters in Page Up:

- Search Chair or Department Chair will update the candidate's workflow to either "**Reference Checks: Online**" or "**Reference Checks: Phone Calls**".
- This will automatically send an email to the references the candidate provided to upload a letter within 7 days.
- Once completed, or within 7 days the Hiring Manger/ Chair will reference an email of which references have been completed or expired.

# Reference Check Form which is sent to the provided references



## Reference check

You are providing a reference for **Scrappy Green** for the position **Assistant Clinical Professor**.

Please fill in all mandatory fields marked with an asterisk (\*).

### Faculty Reference Check Form

We are appreciative of your assistance in providing insights into this candidate's professional background and qualifications. Your input is crucial to our thorough evaluation process. We ask that you include your direct observations of the candidate's strengths, abilities, and in addition to areas of opportunity. In addition, you can address the candidate's work ethic, reliability, and overall suitability for the role for which they have applied.

All information shared will be treated confidentially and used solely for the purpose of evaluating this individual's candidacy.

Thank you very much for your time and assistance. We truly appreciate your support in our hiring process.

Full Name::**\***

Relationship to Candidate::**\***

Position::**\***

Organization or Affiliation::**\***

Email::**\***

Please attach a letter of reference::**\***

 Upload file

Submit

# Viewing the References



You can view the references letters within the application form at the bottom of the page.

PageUp

Assistant Professor (499769)  
Role: Asst Professor

View responses

Bulk compile and send Bulk move Sort: Outcome

Select all

Under Review

Scrapy Green  
Mar 26, 2024

Role: Asst Professor

Summary

Selection Criteria Outcome: 

- Select
- Select
- Does not meet criteri
- Meets criteria
- Exceeds criteria

Question & response

Faculty Reference Check Form

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Full Name:  
Eagle

Relationship to Candidate:  
System

Position:  
Professor

Organization or Affiliation:  
UNT-Dallas

Email:  
academic.resources@unt.edu

Please attach a letter of reference:  
[See reference letter.docx \(12kb\)](#)