

# PHONE REFERENCE CHECK FORM

**Instructions - Complete a separate form for each phone reference check:**

- Three (3) phone reference checks for Tenured and Tenure-track recruitments.
- One (1) phone reference check for Non-tenure track recruitments.

Please record your questions and answers in the comment section below. Submit the form(s) to Faculty Affairs & Development, WH B368 or via e-mail at [facultyaffairs@csudh.edu](mailto:facultyaffairs@csudh.edu), attention Gennie Hardy. For more information, see "[Guide to Completing Appropriate Phone Reference Checks](#)".

## FACULTY SEARCH INFORMATION

Department:

College/Division:

Name of Search:

Applicant's Legal Name:

## REFERENT INFORMATION

Date of Reference Check:

Name of Referent:

Position:

Referent's Affiliation:

Phone No:

Method of Contact:

Email

Telephone

PLEASE PROVIDE THE QUESTIONS/COMMENTS BELOW.

Signature:

Date:

Revised 7/2022