

BACKGROUND INVESTIGATIONS

Oakland University uses a number of diverse selection tools as a part of the hiring process. The hiring supervisor is charged with the responsibility of determining the best qualified candidate. There are several checks conducted before an offer can be extended.

Reference Checks – It is the responsibility of the hiring supervisor to conduct reference checks on their top candidates. A reference check with the candidate's current or former supervisor is required. If the top candidates are close, conduct a reference check on both or all candidates. A reference check could sway your decision for or against a candidate. You must contact someone to whom the candidate was accountable. This will provide you with information on the candidate's job performance and reliability. Be sure the candidates have completed the Applicant's Authorization to Release Information document or have responded affirmatively to the application question: "May we contact this employer?" You may use the Telephone Reference Check form or incorporate your own job-related questions.

NOTE: A candidate may be reluctant to grant a release to contact a current employer. If this happens, contact UHR. We may proceed with as much documentation as possible and make an offer contingent upon a successful reference.