

REFERENCE CHECKS

Reference checking is an objective evaluation of an applicant's past job performance based on information collected from key individuals who have known and worked with the applicant. Reference checking can help validate the responses received during an interview. It can also prevent biases and gut feelings from influencing our decisions. UF has a third-party vendor named [First Advantage](#) that can conduct fact-based background screenings.

Questions to Ask:

- What is your assessment of the candidate's knowledge of and expertise with accounting in a large, complex organization?
- How would you describe the candidate's effectiveness collaborating with others?
- What area of development would be helpful for the candidate to focus on?

Questions not to Ask:

- Anything pertaining to the candidate's race, religion, sex, nationality, or other protected class
- Questions not related to job performance such as:
 - Did the candidate have excessive absences?
 - Does the candidate have children?

FOR ADDITIONAL ASSISTANCE

Policies & Directives

Talent Acquisition & Onboarding

352-392-HELP

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