Reference Check Information
# UC Davis Recruit Instructions – Revised July 2021

These instructions are specific for recruitments in the following Senate series and ranks:

- Professorial series – ladder rank at the Assistant, Associate and Full ranks
- Security of Employment series – at the Lecturer with Potential for Security of Employment, Lecturer with Security of Employment and Senior Lecturer with Security of Employment ranks

When creating a recruitment in UC Davis Recruit for one of the above series at the above-mentioned ranks, information regarding the Reference Check process must be included in the following locations:

- **Position description** – once the recruitment has been created, this field will be available under the "Search Info" page, in the lower left section labeled "Description." Click the "Add" button to open a text field in order to include the reference check language:
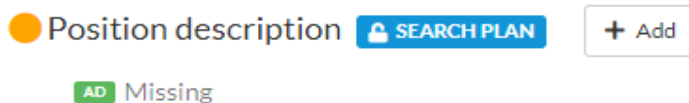
Generally, the "Position description" field is used to provide as much information about the position and the University. The wording should be the same or similar to that used in all advertisements. This field is locked once the Search Plan is approved. This field appears to applicants on the apply page once the posting is published.

Refer to Academic Affairs [Reference Check Information](#) web page for the required language that must be included for the reference check.

- **Requirements** – *Once a recruitment is created, access the "Requirements" page for the recruitment, which then reveals the "Documents" section. Click the "Start with recommended settings" button:*
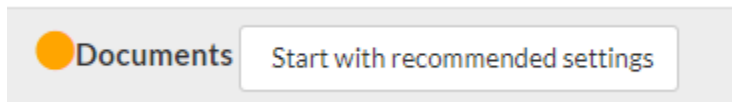
Another way to access the "Requirements" page is to click on the "See checklist" link located at the top of the Details page:

DRAFT ⬤ Fill out the remaining required fields before submitting the search plan for approval. See checklist
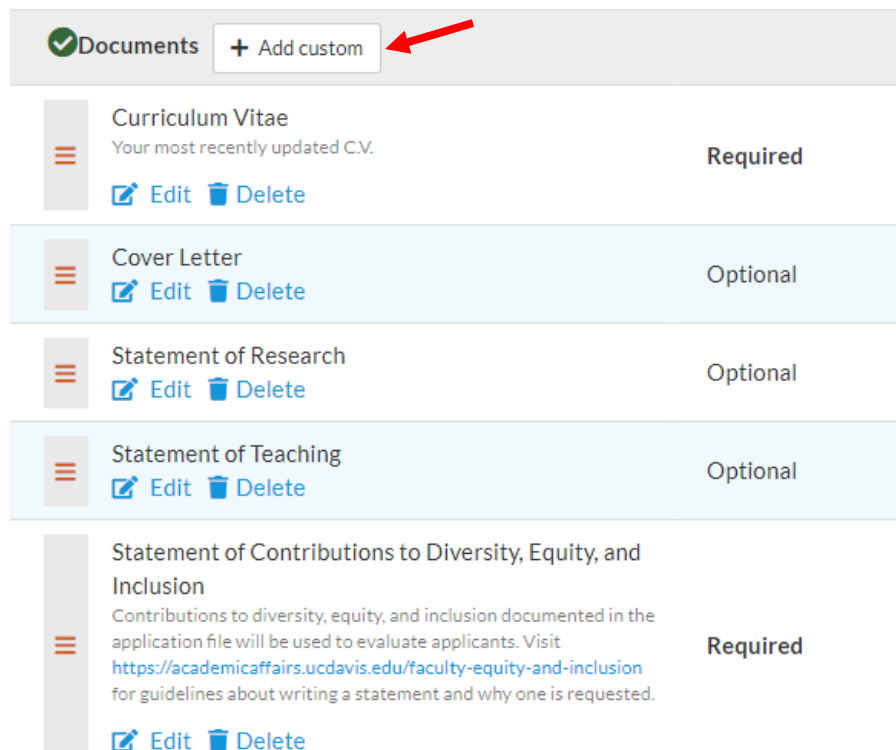
SEARCH INFO

Details

Details
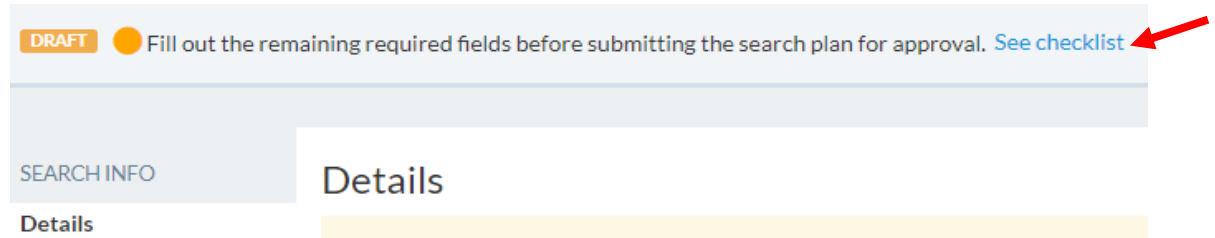
a. *A window opens identifying outstanding items that need to be addressed. Scroll down the list to the "Requirements" section. Click the "Add now" link for the "Document requirements":*

⬤ Requirements
   ⬤ Reference requirements must be provided • Add now
   ⬤ Document requirements must request at least one document • Add now

b. *A window opens that takes you to the "Requirements" page where you will find the "Documents" section. Click the "Start with recommended settings" button:*

⬤Documents   Start with recommended settings

c. *A window opens, click the "+Add custom button":*

✓Documents   + Add custom

|	Curriculum Vitae Your most recently updated C.V. ✎ Edit 🗑 Delete	Required
	Cover Letter ✎ Edit 🗑 Delete	Optional
	Statement of Research ✎ Edit 🗑 Delete	Optional
	Statement of Teaching ✎ Edit 🗑 Delete	Optional
	Statement of Contributions to Diversity, Equity, and Inclusion Contributions to diversity, equity, and inclusion documented in the application file will be used to evaluate applicants. Visit https://academicaffairs.ucdavis.edu/faculty-equity-and-inclusion for guidelines about writing a statement and why one is requested. ✎ Edit 🗑 Delete	Required

d. *A window labeled "Add document" opens, proceed with the following steps:*
   - *In the "Name" text box, <u>enter</u> "**Authorization to Release Information Form**"*
   - *In the "Description" text box, <u>enter</u> "**A reference check will be completed only if you are selected as the first choice candidate. Download, complete, sign, and upload the form: https://aadocs.ucdavis.edu/your-resources/forms-and-checklists/forms/ARF.pdf**"*
   - When the applicant is completing their application, the link to the website in the description field will appear as an active hyperlink so they can quickly/easily download the form.
   - Since this document is <u>required</u>, make sure to also click the "Required" button.
   - Click the "Add new document" button in the lower right corner to save the added document.

Add document   ×

* **Name**

Authorization to Release Information Form

Description

A reference check will be completed only if you are selected as the first choice candidate. Download, complete, sign, and upload the form: https://aadocs.ucdavis.edu/your-resources/forms-and-checklists/forms/ARF.pdf

> Formatting Help

| Optional | Required |

Applicants will be asked for this file, and will not be complete until they upload it

Add new document   Cancel

e. The "Documents" section will now include the added document:

f. Additionally, the "See checklist" link will now reflect a green checkmark next to the "Document requirements":