

## ***Appendix IV.***

### **Guidelines for Telephone Reference Checks Used in Recruitments for Academic Positions in the UC San Diego Library**

(Revised 11/2014)

The Referee should be contacted initially by telephone or electronic mail in order to 1) arrange the date and time for subsequent formal telephone interview; 2) inform the Referee that a position description will be sent to him/her in advance of the telephone interview; 3) explain UC policy on a successful Candidate's right of access to the redacted text of confidential references; and 4) confirm that a copy of the remarks attributed to the Referee will be sent to him/her for signature and date or electronic mail notification of confirmation following the interview.

A list of questions should be prepared for use in each of the interviews to ensure consistency in the kinds of information gathered. The questions should focus on qualifications relevant to the specific position and to appointment in the Librarian Series, as well as interpersonal skills needed to work effectively with others. Additionally, the Caller should ask the Referee whether he/she has any reservations regarding the Candidate's qualifications.

As soon as possible following the telephone interview, the Caller should prepare a written summary of the comments provided by the Referee, taking care to indicate whether the written remarks represent the gist of the Referee's comments or are exact quotes from him/her. These comments, when sent to the Referee, should provide a summary statement regarding the Referee's written confirmation and date.

This summary should be accompanied by a short letter which offers the Referee the opportunity to correct any inaccuracies in the summary and which includes the usual paragraph advising Referees about UC policies on confidential references:

*Under University of California policy, the identity of authors of letters of evaluation that are included in the personnel review files will be held in confidence. A candidate may, upon request and at certain prescribed stages of the academic personnel review process, be provided with access to such letters in redacted form. Redaction is defined as the removal of identifying information (including name, title, institutional affiliation, and relationship to the candidate) contained either at the top of the electronic mail or within and below the signature block.*

*The full text of the body of this transcript will therefore be provided to the successful candidate if so requested. Thus, if you provide any information that tends to identify you in the body of the letter, that information may become available to the candidate.*

*Although we cannot guarantee that at some future time a court or governmental agency will not require the disclosure of the source of confidential evaluations in the University of California personnel files, we can assure you that the University will endeavor to protect the identity of authors of letters of evaluation to the fullest extent allowable under the law.*

Informal telephone reference checks with undesignated Referees may be pursued regarding applicants for Librarian positions, but only in those cases in which we have also contacted their designated Referees for formal reference checks.