

REQUEST FOR ONLINE REFERENCE CHECKING SERVICE

Candidate Submission

TO BE COMPLETED BY REQUESTING DEPARTMENT

Department Name: _____

Hiring Supervisor: _____ Index for Recharge: _____

Report Recipient 1: _____ E-Mail: _____

Report Recipient 2: _____ E-Mail: _____

Candidate's First Name: _____

Candidate's Last Name: _____

Candidate's E-mail Address: _____

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Candidate Working Title: _____
(e.g. "Academic Advisor", "Business Systems Analyst")

Is applicant currently an employee of UC San Diego? Yes No

Requisition #: _____

Please submit completed request to: hrrfcheck@ucsd.edu

UC SAN DIEGO HUMAN RESOURCES USE

Transmitting Agency: UCSD Human Resources, Talent Support Services

Assign Candidate to: Sara Mendenhall Date: _____

Select Specific Survey for Candidate: _____
(e.g. "Administrative Professionals, v2", "Custodian")

Index to Bill for Recharge: _____ Amount Billed for Service: _____