

Academic Affairs Manual (ACD)

ACD 814: Job References

Effective: 10/30/1987

Revised: 7/1/2011

Purpose

To provide information in response to job reference requests from prospective employers

Source

Arizona Revised Statutes § 23–1361

Applicability

ASU employees

Policy

Supervisors may provide a requesting employer information concerning a current or former [employee's](#) education, training, experience, qualifications, or job performance to be used for the purpose of evaluating the individual for employment. A copy of any written communication must be sent to the employee's last known address.

Note: This policy and the Arizona law on which it is based do not apply to [tenure](#) reviews, [faculty](#) hiring situations, or evaluations on tenure or promotion provided to other universities. They apply only when an employer is asking an ASU supervisor to provide a job reference on a former or present employee.

Supervisors are immune from civil liability in connection with providing information to a prospective employer unless all of the following are found to exist:

1. the information is false
and
2. the information tends to bring the employee into disrepute, contempt, or ridicule
and
3. the information is acted on to the harm of the employee by the prospective employer
and
4. the supervisor knows the information is false or entertains serious doubts about its truth.