

Staff Personnel Manual (SPP)

SPP 1104: Job References

Effective: 10/30/1987

Revised: 3/1/2020

Purpose

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

Source

Arizona Revised Statutes § 23-1361

Applicability

All regular [classified employees](#), [university staff](#), and [non-faculty administrators](#)

Policy

[Supervisors](#) may provide an external employer, who makes a request, information concerning a current or former staff member's job duties, dates of employment, and salary. Supervisors may also provide a requesting employer information concerning a current or former employee's education, training, experience, qualifications, job performance, professional conduct, or evaluation to be used for the purpose of evaluating the individual for employment. Any written communication by a supervisor regarding employment must be sent to the former employee's last known address.

If the employer making the request is another ASU department, the University of Arizona, Northern Arizona University, or the Arizona Board of Regents, the supervisor should provide complete information regarding the employee's job performance, professional conduct, and evaluation, even if not requested to do so by the 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 staff member into disrepute, contempt, or ridicule
and
3. the information is acted on to the harm of the staff member by the prospective employer
and
4. the supervisor knows the information is false or entertains serious doubts about its truth.

Additional Information

If you have additional questions about job references, please contact the [Office of General Counsel](#).

Cross-References

For related information, see [SPP 1101](#), "Personnel Records."