

On July 13, 2022, the CSU Board of Trustees adopted the [Employment Policy Governing the Provision of Employee References](#) ("Policy"). This policy is in effect and applies to **all** SJSU employees who are requested to provide a reference via phone, email, letter or other means concerning **a current or former SJSU/CSU employee**. The steps below will assist you with the reference process delineated in the Policy. The Policy addresses requests for references for SJSU/CSU employees only. It does **not** address requests for references for SJSU/CSU students in their capacity as students, outside of any student-employment context.

**If you receive a request for a reference of any kind, proceed as follows:**

1. Is the request for **a current or former SJSU/CSU employee**?
  - a. If no, you may proceed with providing reference information if you wish
  - b. If yes, see #2.
2. Is the request from another CSU campus or another SJSU department?
  - a. If no, proceed to #3.
  - b. If yes, are you or were you a supervisor of the current or former SJSU/CSU employee?
    - i. If no, proceed to #3.
    - ii. If yes, you must share information that is accurate and specific to the employee's work performance and job history. You may not withhold any relevant information related to the work performance of the current or former SJSU/CSU employee.
3. Is the request for an official reference or a personal reference?
  - a. If official, proceed to #4.
  - b. If personal:
    - i. Are you a Dean, Senior/Executive Director, AVP, SAVP, Head Coach, Chief of Police, Vice President/Cabinet Member, President (or equivalent of any of these titles)?
      - a. If no, proceed with providing reference information if you wish. You may not use SJSU/CSU letterhead and you must indicate that you are providing a personal reference.
      - b. If yes, see #4
4. You:
  - a. have been requested to provide an official reference for **a current or former SJSU/CSU employee, OR**
  - b. have been requested or intend to provide a personal reference and you are in a position listed in #3.i,
  - c. Proceed to #5.
5. **You must consult with University Personnel prior to providing a reference:**
  - a. [equal-employment@sjsu.edu](mailto:equal-employment@sjsu.edu)
  - b. Jeanne Durr: [jeanne.durr@sjsu.edu](mailto:jeanne.durr@sjsu.edu)/ext. 4-2458
  - c. Julie Paisant: [julie.paisant@sjsu.edu](mailto:julie.paisant@sjsu.edu)/ext. 4-2255

**Additional Information**

- [Reference Request Form](#) [DocuSign]
- [Learn how to use the Reference Request Form and why it is necessary to do so](#) [YouTube]