



**UPS Operational Policy: TC 1**  
**UWL Reference Check Questions - Previous UW System or State of WI Employer**

As indicated in UPS Operational Policy: TC 1, UW System institutions must ask whether a final candidate has been found to have engaged in, is currently under investigation for, or left during an active investigation in which they were accused of any sexual violence or sexual harassment.

To satisfy this requirement, UW-La Crosse is requesting that the below table is completed and submitted to HR.

|   |  |
|---|--|
| <b>Date</b>   |  |
| <b>Candidate's Name</b>                             |  |
| <b>UWL Position Applied For</b>                     |  |
| <b>Reference Organization</b>                       |  |
| <b>Reference Name</b>                               |  |
| <b>Reference Title</b>                              |  |
| <b>Reference Phone Number</b>                       |  |
| <b>Employment Dates with Reference Organization</b> |  |

Was the candidate ever found to have engaged in any sexual violence or sexual harassment?

- Yes
- No
- Additional comments:

Did the candidate leave your employment prior to the completion of an investigation in which they were accused of sexual violence or sexual harassment?

- Yes
- No
- Additional comments:

*NOTE: If an employer does not answer the required questions, document they were asked and any response given.*

Reference Check Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

