



REFERENCE CHECKING

Category: Human Resources

Effective: January 2022

Policy Statement

A formal contact with submitted references is critical to verify and substantiate a prospective employee's qualifications and background.

Procedures

1. All candidates will be required to provide the contact information for a minimum of three work related references. The candidate's current employer would be considered a preferred work-related reference.
2. Prior to a recommendation for appointment, a minimum of 2 positive reference checks must be completed by a member of the Selection Committee or Designate. Only references submitted by the candidate will be contacted.
3. Reference checks may be conducted by phone, in person, or by e-mail.
4. Questions on the reference check form are to be used, unless the Chairperson or Designate who is conducting the reference check identifies a need for additional information. *(See ASD-W Policy 250-8A).*
5. Should reference check(s) provide negative information, the Selection Committee, in consultation with Human Resources, will consider next steps.
6. Reference check documentation is **NOT** to be placed in an employee's personnel file. It shall be retained in the competition file.
7. The details of the reference check(s) will remain confidential from the candidate, though it may be required to identify that reference checks played a role in the decision-making. Specific details including which reference said what would not be shared with the candidate.