2486 – Employment Reference Checks

To ensure that individuals who join the College are well-qualified and have a strong potential to be productive and successful, it is the responsibility of the Search Committee to check the employment references of the selected candidate prior to extending a job offer.

The Office of Human Resources is designated to respond to reference check inquiries from other employers. All calls, contacts and written inquiries concerning current or former employees should be referred to the Office of Human Resources. The College will only provide dates of employment, wage rates and the title of position held. The only exception to this requirement is if the former or current employee has a Job Performance Release form on file authorizing others outside of the Office of Human Resources to release more expansive information.

Contact(s): Director of Human Resources

Related Form(s): Job Performance Release Form

References:

Relevant Policy or Procedure(s): 1470 – Employment/Separation

Approved by: President

Date: 3/17/08

Revision(s): 3/30/15; 10/28/19 (minor revision)