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.

(Based on policy 1470; approved by President on 3-17-08)